



Department Human Resources	Policy No. HR 003	Page 1 of 1
Policy Title CONFLICT OF INTEREST		

Council Resolution No. 110-03 Date: February 25, 2003	GMO <i>[Signature]</i>	CC <i>[Signature]</i>	Cross Reference HR 022	Effective February 25, 2003
---	---------------------------	--------------------------	---------------------------	--------------------------------

PURPOSE

Employees shall act in the best interests of Parkland County and the public at all times and will not use their position for private or personal benefit or gain at the expense of Parkland County.

POLICY

Employees are expected to disclose all interests and relationships, which are actually or potentially in conflict with the interests of Parkland County, and shall not use Parkland County offices to engage or participate in activities that are of personal benefit.

PROCEDURE

A conflict of interest will be viewed to exist where personnel:

1. Have an outside interest that impedes the proper performance of their Parkland County position.
2. Have a real or perceived interest, in the opinion of the County Commissioner, that puts into question their objectivity or Parkland County's integrity when making decisions.
3. Use Parkland County property (equipment, premises, material) or information for personal benefit without prior approval.
4. Disclose information to any individual or organization that would afford an advantage not generally available to others.
5. Place themselves in a position where they are under obligation to any person who might benefit from special consideration or favor on their part, or who might seek in any way preferential treatment, advice, service or consultation.

The responsibility to avoid conflicts of interest, or perceived conflicts of interest, lies with the individual. Violation of this policy may result in termination in accordance with Policy HR 022 - Discipline, Suspension, and Dismissal of Staff.