

EMPLOYEE CONFLICT OF INTEREST POLICY
Council Policy No. 54/00

PURPOSE:

In recognition of the need to foster public confidence in the management and administration of services provided by the City, this policy establishes guidelines for the conduct of employees in the performance of their duties, as it relates to their private interests.

POLICY:

1. Definitions

- a. “employee” means an employee of the City of Fort St. John;
- b. “pecuniary interest” means any interest in a matter that could monetarily affect the employee, either directly or indirectly, unless that interest is one that the employee has in common with the general public. The pecuniary interest of a spouse or of a parent or child of the employee is, if known to the employee, deemed to be the interest of the employee;
- c. “personal interest” includes any interest in a matter that could benefit the employee in his or her relationships with other persons or organizations or in his or her private activities, unless that interest is one that the employee has in common with the general public.

2. Employee’s Obligations

An employee shall

- a. not use information or a record that is obtained in the performance of his or her duties and that is not available to the general public to further his or her pecuniary or personal interests, or for any purpose other than for the performance of the duties of the employee;
- b. notify the City Manager and the Council, in writing, of any pecuniary or personal interest he or she has in any enterprise which proposes to transact business with the City;
- c. notify the City Manager and the Council, in writing of any pecuniary or personal interest that he or she has in any property that will be or is the subject of an application to the City;
- d. avoid any situation which could impair his or her judgement in the performance of his or her duties or which could compromise his or her ability to perform these duties impartially or fairly, or could give this impression to others;
- e. shall observe and comply with the decisions and directions of Council in respect of a matter of which Council has been notified under subsections (b) and (c), which could, among other things, include a direction to the employee not to engage in a particular activity where, in the Council’s opinion, that activity would affect or could reasonably be seen by the general public to affect the employee’s duties or performance thereof and it is unreasonable, in the Council’s opinion, to modify the employee’s duties to prevent a conflict or appearance of conflict between the performance of the duties and the employee’s pecuniary or personal interest.

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POLICY: (continued)

3. Influence

An employee shall not use his or her position to influence or attempt to influence a decision, recommendation or other action to be made by Council, a committee, or another employee if he or she has a pecuniary or personal interest in the decision, recommendation or other action.

4. Gifts

- a. An employee shall not accept a gift, gratuity, favour or compensation from any person, corporation, or organization, other than the City, as a consequence of the performance of his or her duties.
- b. An employee shall not accept a gift, gratuity, favour or compensation from any person, corporation, or organization which can reasonably be viewed as an attempt to influence the employee in the performance of his or her duties.
- c. Subsection (a) does not apply to a gift having a value of less than \$250.00 that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of the employee.

5. Referral to City Manager and Council

Where an employee, other than the City Manager, is uncertain about his or her obligations under this policy in respect of a particular matter, the employee shall refer the matter to the City Manager who will investigate the matter and advise the employee accordingly. Where the employee is the City Manager, the City Manager shall refer the matter to Council for its consideration and advice.

6. Discipline

An employee who contravenes the provisions of this Policy may be subject to disciplinary action by the City.