

CITY OF SOUTH BURLINGTON
CONFLICT OF INTEREST AND ETHICS POLICY

WHEREAS, the South Burlington City Council, through Section 7.2 of the City of South Burlington Personnel Rules and Regulations, has established a conflict of interest and ethics policy; and

WHEREAS, Section 7.2 of the City of South Burlington Personnel Rules and Regulations, by its terms, applies not only to city employees, but also to all city officers and to all members of city boards and commissions, whether compensated or not; and

WHEREAS, the City Council wishes to emphasize the importance of the city's conflict of interest and ethics policy and its application not only to city employees but also to city officers and members of city boards and commissions;

NOW THEREFORE, be it resolved by the City Council of the City of South Burlington that under authority granted in 24 V.S.A. §2291(20) and Sections 1702 and 1703 of the South Burlington City Charter, the city's conflict of interest and ethics policy is hereby adopted as a separate, stand-alone city policy, as set forth below:

SECTION 1. PURPOSE. The purpose of this policy is to ensure that the business of the City of South Burlington will be conducted in such a way that no city employee, officer, or member of a city board or commission (hereinafter referred to as city agents), whether compensated or not, will gain a personal or financial advantage from his or her work for the city and that the public trust will be preserved. It is also the intent of this policy ensure that all decisions made by city agents are based on the best interest of the community at large.

SECTION 2. APPLICATION. All city agents shall comply with this policy. In order that public confidence in the effective operation of city government is maintained through the equal and impartial treatment of all citizens, and the avoidance of actual and potential conflicts of interest, compliance with this policy is mandatory.

SECTION 3. FAVORITISM. No city agent shall provide to any person consideration, treatment, or advantage, which is distinct from the treatment normally accorded to members of the public at large.

SECTION 4. FINANCIAL OR PERSONAL INTEREST. With the exception noted below, no city agent shall have any personal interest or financial interest in a transaction in which the city is a participant. Whenever the performance of a city agent's official duties requires that individual to take action in respect to any matter in which the individual has a personal or financial interest, he/she shall disclose the nature and extent of such interest and shall be disqualified from in any manner participating in the city's consideration or disposition of that matter. A city agent may be authorized to engage in a transaction with the city, if by affirmative vote the City Council

determines, subsequent to a full disclosure of the nature and extent of the agent's personal and financial interest, that the health, safety, and welfare of the city requires the transaction to be pursued despite the conflict of interest.

SECTION 5. INCOMPATIBLE EMPLOYMENT. No agent of the city shall engage in private employment with, or render services for, any entity that has business transactions with the city, unless he/she fully discloses to the city the nature and extent of his/her relationship to the employer. No city agent shall appear on behalf of any private person, before any city board, commission, council, or other public body.

SECTION 6. GIFTS. No agent of the city shall accept any gift, money, thing, favor, loan, or promise that is intended, or could be considered as payment for special treatment of an effort to affect the agent's discharge of official duties.

SECTION 7. CONFIDENTIALITY. No agent of the city, without prior authorization from the city manager, shall disclose any confidential information relating to the officers, employees, transactions, property, or affairs of the city, nor shall any city agent use or assist in the use of any such confidential matter to advance the financial or personal interest of said agent or other individual.

SECTION 8. NEPOTISM. No agent of the city shall appoint or attempt to influence the appointment of any person related to that agent by blood or marriage to any position for which compensation is received from the city. No person shall work under the administrative control of any member of his/her immediate family. Immediate family is defined as mother, father, sister, brother, mother-in-law, father-in-law, sister-in-law, or brother-in-law. The city manager may approve temporary job assignments regardless of relationship if such assignments are in the city's interest.

This conflict of interest and ethics policy shall replace Section 7.2 of the City of South Burlington Personnel Rules and Regulations.

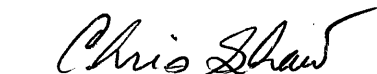
Dated this 19th day of May, 2014.

SOUTH BURLINGTON CITY COUNCIL

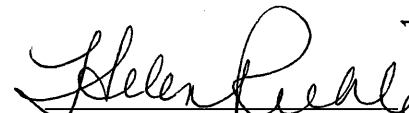
Pam Mackenzie, Chair



Pat Nowak, Vice Chair



Chris Shaw



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Meaghan Emery, Clerk