

Employee Handbook	Authority: Approved by Council	Type: Employee
	Effective date: December 12, 2018	Revised date: December 12, 2018
	Policy No. 300-22 No Conflicting Agreements / Conflict of Interest	

Town of Lampman

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December 12, 2018

1. No Conflicting Agreements

1.1. While employed by the Town of Lampman, employees will have access to and be privy to certain confidential information and documentation regarding the past, present or future affairs of the Town, its ratepayers or its employees. Upon accepting employment with the Town of Lampman, all employees must acknowledge that such information and documentation is the sole property of the Town of Lampman, both during the term of employment and afterward.

2. Conflict of Interest

2.1. In order to protect both its employee and its professional integrity, it is important that the Town of Lampman, be made aware of any potential or perceived conflicts of interest that may occur.

2.2. A conflict of interest is defined as occurring when:

- a. A situation that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person's self-interest and professional interest or public interest.
- b. A situation in which a party's responsibility to a second-party limits its ability to discharge its responsibility to a third-party.

2.3. When employees find themselves in a (potential or real) conflict of interest, they are to disclose it to their supervisor and work with their supervisor to find a solution that eliminates or manages the conflict. The Disclosing a Conflict of Interest form will be completed and kept on file.

2.4. Employees should report a situation that has the potential to create a conflict or that could be perceived as a conflict to their supervisor and abide by any and all terms set out by the Town regarding that activity.

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- 2.5.** Any employee who has reason to believe that there may be an undisclosed conflict of interest are strongly encouraged to report it to Council. The employee who reports the situation will remain anonymous. Employees are encouraged to contact Council for more information regarding potential conflicts of interest.
- 2.6.** While the existence of a conflict of interest or conflict of commitment does not imply wrongdoing on anyone's part, it does mean that it must be reported and managed appropriately. The failure of an employee to, proactively, fully disclose a conflict of interest could result in disciplinary action up to and including termination of the employee's employment.

Document Revision History:

Document Title	Revision Date	Approved By
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Conflict of Interest Declaration form

Name:

Date:

I hereby declare that:

I have pecuniary or other personal interest, direct or indirect, in a certain matter that raises or may raise a conflict with my duties as _____ (Position) with the Town of Lampman.

The details of such matter are stated below:

I also acknowledge that I shall make another declaration to state any change in any matter contained in this declaration within one month after the change occurs and shall provide further information on the particulars contained in this declaration, if so required by the Mayor and Council of the Town of Lampman.

Name:

Date:

Signature:

Member of Council Name:

Date:

Member of Council Signature: