



Conflict of Interest Policy and Procedures

1. Overview

The Town of Landis is an arbiter of public funds and local law serving 3,690 residents as of the 2020 census, and is dedicated to preserving public trust through transparency and accountability. This dedication takes form through the strides Town Administrators make to maintain the highest code of conduct in all of its operations. The Town recognizes that it can best accomplish its goals when the Board of Aldermen, staff, and other groups associated with the Town represent the interests, cultures, occupations, and expertise of the community. Thus, the Town recognizes that members of the Board of Aldermen and others representing or affiliated with the Town will from time to time face possible conflicts of interest or situations in which the appearance of conflict of interest could be detrimental to the Town and the communities it serves.

2. Purpose

The Town adopts this Code of Conduct in recognition of its responsibility to the public trust, in recognition of the importance of fairness and objectivity in its conduct of business, as a means of assuring that every decision of the Town is made in the interest of the Town and the communities it serves, and as a means of publicly codifying its expectations of the Board and staff. Town Staff in the context of this policy includes officers, employees, volunteers, agents and any other persons with exception of elected officials, serving the Town. This Code of Conduct applies to all persons holding positions of responsibility and trust on behalf of the Town of Landis, including but not limited to members of the Board of Aldermen, volunteer Committee members, members of the Boards of Supporting Organizations to the Town, and members of the Town staff.

3. Scope

Mayor and Board

When a conflict of interest is relevant to a matter requiring action by the Board of Aldermen, the Board member or other governing person, officer, employee, or agent must disclose the existence of the conflict of interest and be given the opportunity to disclose all material facts to the Board. After disclosure of all material facts, and after any discussion with the person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed

and voted upon. The remaining board or committee members shall decide if a conflict of interest exists. In addition, the person(s) shall not participate in the final deliberation or decision regarding the matter under consideration and shall leave the meeting during the discussion of and vote of the Board.

In the event of a Conflict of Interest, minutes of the Board of Aldermen shall contain:

- ❖ Names of persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the governing Board's decision as to whether a conflict of interest existed.
- ❖ Names of persons who were present for discussions and votes relating to the transaction or arrangement that presents a possible conflict of interest, the content of the discussion, including any alternatives to the transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Town Staff

Town Staff are required to conduct themselves at all times in accordance with good professional judgment for the sole benefit of the Town and in such a manner as to not create a conflict of interest or appearance of such conflict. A conflict of interest exists when a staff member's duty to give individual loyalty to the Town can be prejudiced by actual or potential benefit from another source. A staff member should refrain from entering into any particular transaction or establishing any relationship with others if the member's duty of loyalty and diligence to the Town is or may be impaired. The following are some examples of actions or activities, which may create an actual conflict of interest, or give the appearance of a conflict:

- ❖ Engaging in any outside activity, which detracts from the efficiency of your duties as a staff member of the Town. This includes serving on the Board of organizations that are current or potential grantees of the Town without the approval of the Mayor and Board of Aldermen;
- ❖ Engaging in any activity which conflicts with the interest or purpose of the Town;
- ❖ Engaging in any financial, business or other relationships with current or potential grantees of the Town;
- ❖ Accepting in any form whatsoever, any remuneration, compensation or gift from current or potential grantees of the Town. Likewise, no Town Staff shall provide or give gifts or favors to others where these might appear designed to improperly influence others in their relations with the Town;
- ❖ Failing to disclose that an immediate family member is affiliated with a grantee or applicant.

All Town Staff are under a continuing obligation to make full disclosure to the Town Manager of all situations involving either actual or potential conflicts of interest, whenever such situations may arise. If the Town determines that a conflict of interest or appearance of such conflict exists, staff may be asked to correct or remedy the situation immediately. Depending on the circumstances, staff may be subject to discipline, up to and including termination for having engaged in conduct, which constitutes a conflict, or for failing to disclose promptly a situation involving an actual or potential conflict of interest.

4. American Rescue Plan Act

Recipients of Federal Awards must adhere to the Uniform Guidelines for federal awardees. As a recipient of SLFRF funds the Town of Landis upholds the principles outlined in 200.112 of the Code of Federal Regulations and will disclose in writing any potential conflict of interest regarding such funds to the US Treasury or North Carolina Office of the State Controller in accordance with agency policy. No applicable person(s) as described in this policy may participate in the selection, award or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest.

Acknowledgement

I acknowledge that I have reviewed and understand the content of this policy. I am aware that it is my responsibility to comply with and implement the policies and procedures mentioned therein.

Name: _____

Date: _____

Title: _____