

APPROVED 

## CONFLICT OF INTEREST/ETHICS POLICY

### I. GENERAL

The proper operation of government requires that public employees be independent, impartial and equally responsible to all of the people. It is mandatory that the decisions and policies of government be made within the proper channels of governmental structure; that public office, facilities or employment not be used for personal gain; and that the public have confidence in the integrity of public officials and employees. This policy is issued under the authority of Fairbanks North Star Borough code of Ordinances, Chapter 2.32 and 6.32 and is applicable to all employees of the Fairbanks North Star Borough.

### II. PURPOSE

The purpose of this policy is to ensure that Borough employees do not engage in actions or acts that could be construed as a conflict of interest and to ensure ethical conduct in the performance of their duties.

### III. RESPONSIBILITY

- A. Department directors shall ensure that their department staff follows the policy and related Borough Code.
- B. Human Resources shall maintain this policy.

### IV. POLICY

- A. Consistent with Borough Code, high moral and ethical standards are established for Borough employees to assure trust, respect and confidence of the people of the Borough. A fair and open government requires that Borough business be conducted in a manner that preserves the integrity of the governmental process and avoids conflicts of interest and ethical concerns.
- B. In addition all employees shall conform to their occupation's professional ethics.
- C. Disclosure of a potential conflict of interest is required at the earliest possible time, made in accordance with Fairbanks North Star Borough Code of Ordinances, Chapter 6.32.
- D. Possible conflicts or ethics violations are defined as, but not limited to:
  - 1. Misuse of official position;
  - 2. Improper gifts (gratuities);
  - 3. Improper use or disclosure of information;
  - 4. Improper influence in borough grants, contracts, or leases;
  - 5. Moonlighting (outside employment/Service);
  - 6. Aiding in a violation (collusion);

7. Relatives in the borough service (nepotism);
  8. Political activities while in work status;
  9. Any other activities that reflect unfavorably upon the borough.
- E. All determinations made under this policy shall be reduced to writing and placed in the employee's personnel file.
- F. Borough employees who knowingly conceal any interest in violation of this policy and Borough Code, or who willfully violate the requirements as expressed have committed malfeasance, shall be subject to disciplinary suspension or dismissal.

V. PROCEDURE

- A. The complaint procedure and process is outlined in Fairbanks North Star Borough Code of Ordinances, Chapter 6.32.

VI. SUPPLEMENTAL INFORMATION

A. References –

1. Borough Code 2.32.220, Conflict of interest
2. Borough Code 2.32.250, Relatives in the borough service
3. Borough Code 2.32.270, Employee conduct
4. Borough Code 6.32, Ethics
5. FNSB 35.05, Employee Discipline Policy

B. Definitions

Service - includes volunteer activities if the employee holds a fiduciary position in the organization such as an officer, director, trustee, etc. or if the employee's borough duties require any oversight, review or other interaction with the organization. "Service", for purposes of disclosure only, does not include volunteer service to professional organizations directly related to your core job functions/responsibilities. Other ethical provisions, however, may apply. For example, if the employee holds a fiduciary position in the organization the employee may not ethically participate in any official action that affects the award, execution or administration of a borough grant, contract or lease to the organization.

C. Attachments –

Conflict of Interest (Outside Employment/Service)  
Conflict of Interest (Interest in Contract or Transaction)  
Conflict of Interest (Gifts or Gratuities)

D. Revision History

Supersedes Policy No.	Effective Dates
01.02	4/06/05
01.00.005	4/14/93
FNSB 01.02	03/01/16