

<p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p>	Policy Title:	Conflict of Interest
	Policy Reference No:	3-2
	Release Date:	18 November 2020
	Approved By:	Matthew Cavallo, Township Manager
	Authority:	§ 36-1 (C)
	Revision History:	None
	No. of Pages:	2
	Applicability:	All Employees & Volunteers

Employees including Township officials must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Township. Violations of this policy will result in appropriate discipline including termination.

The Township recognizes the right of employees to engage in outside activities that are private nature and unrelated to Township business. However, business dealings that appear to create a conflict between the employee and the Township's interests are unlawful under the New Jersey Local Government Ethics Act. Under the Act, certain employees and officials are required to annually file a state mandated Financial Disclosure Statement. The Township Manager will notify employees and Township officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee, including a Township official, is in a position to influence a Township decision that may result in a personal gain for the employee or an immediate relative. For the purpose of this policy, an immediate relative of an employee includes a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt, or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that the Township may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Township Manager to obtain clarification.

Employees are permitted to hold outside employment as long as it does not interfere with their Township responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using Township time, supplies, or equipment in the outside employment activities. The Township Manager may request employees to restrict outside employment if the quality of Township work diminishes. Any employees who holds an interest in, or is employed by, any business doing business with the Township must submit a written notice of these outside interests to the Township Manager.

Employees who instruct, speak or teach classes, courses, lectures or any similar engagement for entities other than the Township during their scheduled hours of work shall receive written consent from the Township Manager to do so prior to accepting such offer. Such request shall include information on if the employee is going to be compensated for such engagement. If the employee is going to be compensated in any fashion, the employee shall be required to utilize paid time off for such engagement. If the employee is not going to be compensated in any fashion,

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and the matter is in relation to their position with the Township the employee may be required to utilize paid time off for such engagement at the sole discretion of the Township Manager.

Employees may not accept donations, gratuities, contributions, or gifts that could be interpreted to affect their Township duties. Under no circumstances shall an employee accept donations, gratuities, contributions, or gifts from a vendor doing business with, seeking to do business with the Township or any person, or firm seeking to influence Township decisions. Meals and other entertainment valued in excess of \$25.00 are also prohibited. Employees are required to report to the Township Manager any offer of a donation, gratuity, contribution, or gift including meals and entertainment that is in violation of this policy.

Violations of this policy may result in discipline, up to and including termination of employment.

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Revision No.	Revision Date	Nature of Revision	Approved By