



Pinion Pine Fire District

Standard Operating Procedure

Policy Title:	Conflict of Interest		
Policy Number:	120.10	Created:	2003
Section:	Admin	Revised:	

Purpose: *Explanation of the conflict of interest policy*

Scope: *All personnel*

In order to protect the integrity of Fire District information, services and employee efforts, Fire District employees shall avoid any activity, practice, secondary employment or acts which might create a conflict between one's personal interests and ones employment with the Fire District.

While the Fire District does not prohibit the practice of holding a second job, the Fire District does insist that an employee's full time job with the Fire District come first and that the second job does not interfere with or reflect unfavorably on the Fire District. Employees who hold a second job must provide notification to the Fire Chief, and must maintain current notification at all times.

No employee or member of the employee's immediate family shall accept or solicit any gift, service or other favor from any current or potential vendors with whom the Fire District does business. This policy does not preclude normal, ethical business practices such as token luncheons, token gifts, advertising items such as pens, pencils and calendars or other gifts of nominal value.

No employee shall directly or indirectly give, offer or promise anything of value to anyone in connection with any transaction or business that the Fire District may have with any organization.

No employee shall engage in conduct that is disloyal, disruptive or damaging to the reputation of the Fire District.

Because it is not possible to describe every situation that could arise involving potential conflicts of interest, employees are required to carefully evaluate any activity that could potentially be construed as conflicting with their Fire District employment and to provide written notification to the Fire Chief of any such potential conflict.