

CONFLICT OF INTEREST

Purpose.

SWWDB holds a position of public trust and it is essential that SWWDB officials and employees act with integrity and high moral standards. Staff members must be mindful of their conduct and act ethically in fulfilling their responsibilities. The purpose of this policy is to set forth the ethical standards of conduct expected of and eliminate actual or potential conflict of interest on the part of SWWDB officials and employees in the solicitation and/or acceptance of gifts or gratuities. It is the intent of this policy to comply with the provisions of federal and state laws governing the acceptance of gifts and gratuities.

Policy.

SWWDB prohibits any board member, official or employee from:

- Accepting or soliciting any gift, favor, service, or other benefit that could reasonably be construed to influence the employee's discharge of assigned duties and responsibilities;
- Granting or delivering, in the discharge of his/her duties, any improper favor, service, or object of value;
- Having a personal financial interest, a business interest, or any other obligation that in any way creates a substantial conflict with the proper discharge of assigned duties and responsibilities or that creates a conflict with the best interest of SWWDB; and/or
- Devoting to private purposes any portion of time due and paid by SWWDB nor shall any outside employment interfere with the performance of SWWDB duties.

In addition, SWWDB officials and employees must avoid the appearance of favoritism in all of their dealings on behalf of SWWDB. All SWWDB officials and employees are expected to act with integrity and good judgment, and to recognize that the acceptance of personal gifts from those doing business or seeking to do business with SWWDB, even when lawful, may give rise to legitimate concerns about favoritism.

Any board member, official or employee who believes he/she has or may have a conflict of interest shall disclose such interest to the Executive Director, who shall take whatever action is necessary, if any, to ensure that SWWDB's best interests are protected. If the Executive Director believes he/she has or may have a conflict of interest, they shall disclose such interest to the SWWDB Chairperson, who shall take whatever action is necessary, if any, to ensure that SWWDB's best interests are protected.

Board member, officials and/or employees will be required to complete and submit a Conflict of Interest Statement annually.

Any infraction relating to this policy may result in the resignation or removal of board members, and/or be grounds for disciplinary action up to and including termination for employees.

Policy Adopted: **December 10, 2004**