

Operating Guidelines

Section: Human Resources

Subject: Conflict of Interest

Policy #: 316

Date Issued: March 12, 2016

Date Revised: October 3, 2017

Procedure

316.1

If a Firefighter, or member of his/her family, directly or indirectly, owns, is beneficially entitled to or has an interest in, or receives any benefit directly or indirectly associated with, any land, building, lease, mortgage, goods, services or contract, which is offered for option, sale, lease or assignment to the Town, the Firefighter shall disclose the situation to the Fire Chief, as is appropriate, in order to determine areas of **Conflict of Interest**. This would include being employed by or related to an employee of a company that is offering services or goods to the Town.

The Fire Chief may, in their discretion, decide that the potential for conflict is not substantial enough to prevent a Firefighter's continued involvement in a matter. The Deputy Chief shall keep the Fire Chief informed of any areas of potential conflict.

Failure to report a **Conflict of Interest** could result in disciplinary action, up to and including termination of the relationship.

Responsibility

It is the responsibility of all Officers and Firefighters to follow these policies and procedures regarding conflict of interest.