

Agency Name
Transit Policies and Procedures

Subject	Conflicts of Interest
Section	Financial
Effective Date	
Approved By	
Approval Date	

Purpose

Promote ethical behavior by avoiding conflicts of interest.

Definitions

Conflict of Interest: A situation in which an individual could receive personal benefit as the result of decisions made while serving in an official capacity.

Procedure

Develop a written statement that requires Agency employees to remove themselves from situations that could be perceived as conflicts of interest. Employees should not participate in the selection, award, or administration of contracts if the employee or their family members would benefit personally. Participation in a conflict of interest may result in disciplinary action or termination.

Agency directors, employees, and members of the Governing Board may not solicit or accept gratuities, favors, or any items of monetary value from contractors or potential contractors.

Responsibilities

All employees are responsible for refraining from situations that may result in a conflict of interest. The Transit Director is responsible for educating employees about potential conflicts of interest and for enforcing conflict of interest violations.