



## ***CONFLICT OF INTEREST POLICY, 2011***

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The residents and businesses of the District of Sooke are entitled to have a fair, honest and open local government that has earned the public's full confidence for integrity and impartiality. To that end, the Council of the District of Sooke has adopted a Conflict of Interest Policy that is applicable to all District employees.

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### **1. Purpose:**

The purposes of the *Conflict of Interest Policy* are to ensure that:

- a) Employees conduct themselves in a manner that is fair, honest and impartial in the performance of their duties; and
- b) Employees avoid any real or perceived conflict of interest.

### **2. Application of the Conflict of Interest Policy**

The Code of Ethics is applicable to all District employees.

### **3. Policy**

3.1 All District employees shall, at all times, avoid conflict of interest situations. Specifically, District employees *shall not*:

- a) seek, for private gain, to make use of information not available to the general public to which they have access by reason of their employment duties;
- b) undertake employment or have any economic interests that clash or appear to clash with responsibilities or duties he or she has to the District;
- c) promote a development application brought by the employee, an immediate relative or a family company of the employee and, in particular, shall not lobby or attempt to influence the Council or an official responsible for reviewing or approving the application;

- d) put him- or herself in a position where his or her judgment in his or her capacity as an employee of the District could be affected by friendship or by influences of other parties;
- e) demand, accept, or agree to accept, from any person or organization, a loan, reward, advantage or benefit of any kind as consideration for the officer or employee performing or not performing his or her duties causing that person or organization to benefit from such action/lack of action; or
- f) in general, undertake any endeavour or perform his or her duties in such a manner that could discredit the District in regard to actual or potential conflicts of interest.

### 3.2 District employees *shall*:

- a) declare at the earliest opportunity, in writing, any interest in any property directly or indirectly owned, leased, or held under an Option to Purchase by the employee or the employee's spouse which is subject to:
  - i. A rezoning application;
  - ii. A subdivision application;
  - iii. An application for a development permit;
  - iv. An application for exclusion from the Agricultural Land Reserve;
  - v. An application for inclusion into the sewer or water system.
- b) carry out their duties with impartiality and equality of service to all. Under no circumstances should an employee choose his or her self-interest over the interests of the public that he or she is employed to serve.
- c) report in writing to the employee's immediate supervisor any conflict of interest or potential conflict of interest, which may include, without limitation, the following:
  - i. involvement in a matter from which the employee may derive personal benefit and which, in the course of his or her duties as an employee, he or she is in a position to influence; or
  - ii. involvement in a matter in which a spouse or family member of the employee may derive personal benefit and which, in the course of his or her duties as an employee, he or she is in a position to influence.

## 4. Discipline

An employee who puts him- or herself in a conflict of interest situation may be disciplined by the District. Disciplinary action may include verbal or written warnings, suspension, or other action up to and including termination of employment.

## **5. General**

This policy will be posted in visible and accessible locations within the Municipal Hall and on the District's website.

This policy is to be read in conjunction with other applicable District policies or employee handbooks as they are amended from time to time.

Any questions related to the interpretation of this policy should be directed to the Chief Administrative Officer or his/her designate.