



### **3-19 POLICY ON CONFLICT OF INTEREST**

SYCAMORE PARK DISTRICT expects our employees to conduct business according to the highest ethical standards of conduct. Employees are expected to devote their best efforts to the interests of SYCAMORE PARK DISTRICT. Business dealing which appear to create a conflict between the interests of SYCAMORE PARK DISTRICT and an employee are unacceptable.

SYCAMORE PARK DISTRICT recognizes the right of employees to engage in activities outside of their employment which are of a private nature and unrelated to our business. However, the employee must disclose any possible conflicts so that SYCAMORE PARK DISTRICT may assess and prevent potential conflicts of interests from arising. A potential or actual conflict of interest occurs whenever an employee can influence a decision that may result in personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of SYCAMORE PARK DISTRICT's business dealings.

It is the responsibility of every SYCAMORE PARK DISTRICT employee to disclose any personal or financial interest in any person, firm, company, or any business entity doing business with SYCAMORE PARK DISTRICT. This information is required to determine whether any undue or special influence may be involved in sales to or purchases from SYCAMORE PARK DISTRICT. Such disclosure must be made in writing by the employee and forwarded to the Administration for review of a potential conflict of interest.

Although it is not possible to specify every action that might create a conflict of interest, this policy sets forth the ones which most frequently present problems. If an employee has any question whether an action or proposed course of conduct would create a conflict of interest, he or she should immediately contact the Finance Department or Executive Director to obtain advice on the issue. The purpose of this policy is to protect employees from any conflict of interest that might arise.

Individuals employed in a supervisory capacity or authorized to purchase equipment may be required to file a Statement of Economic Interest as required by Illinois Law. Please see the Finance Department for details.

A violation of this policy may result in immediate and appropriate discipline, up to and including dismissal.

Adopted on:

Revised on:  
November 2021