

TOWN OF TWO HILLS PUBLIC LIBRARY BOARD POLICY MANUAL

Category: Personnel
Policy Number: 513
Title: Conflict of Interest

Policy Statement:

All library staff shall be made aware of the Conflict of Interest Policy.

Guidelines and Procedures:

1. A conflict of interest occurs when an employee is in a position to influence a business decision that may result in a personal gain.
2. All employees have an obligation to conduct their duties to avoid actual, potential or perceived conflict of interest.
3. An employee shall not accept from or provide to anyone a bribe, who conducts business with the Alice Melnyk Public Library.
4. If an employee has any influence in a business transaction involving a purchase or contract, full disclosure must be made to the Library Manager or Chair of the Board so that safeguards can be established and recorded.
5. An employee shall not use their influence to obtain advantage on behalf of a family member, friend or relative of the employee.

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Date Approved: March 18, 2020

Date to Review: March 18, 2023