

# ***Warren-Newport Public Library District*** **Staff Manual**

## **108 Conflicts of Interest**

Effective Date: 07/12/2006

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Employees of the Warren-Newport Public Library District (WNPLD) have an obligation to conduct the library's business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which WNPLD wishes to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Executive Director for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for their relative as a result of WNPLD's business dealings or other operations. For the purposes of this policy, a relative is any person who is related by blood or marriage or who resides with the employee in a commonly recognized partnership.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Executive Director as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which WNPLD does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any business transaction involving WNPLD. In such cases, WNPLD may refer such matters to the proper law enforcement agency.