

6-23 CONFLICT OF INTEREST

The 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 the Park District. Business dealings that appear to create a conflict between the interests of the Park District and an employee are unacceptable.

The 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 the Park District may assess and prevent potential conflicts of interests from arising. A potential or actual conflict of interest occurs whenever an employee is in a position to influence a decision that may result in a personal gain for the employee or an immediate family member (i.e., spouse or significant other, children, parents, siblings) as a result of the Park District's business dealings.

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

An employee with an immediate family member (spouse, civil union partner, parent, or children) in a program should refrain from making decisions that will influence the program. If an employee's family member is injured either while working for the District or participating in a District program, the staff member should not have any part in the reporting or reviewing of the incident. Additionally, employment in outside organizations that creates conflict with the Champaign Park District constitutes a conflict of interest and will be dealt with as discussed in section 1-13.

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 should immediately contact the Human Resources Man-

ager or Executive Director to obtain advice. 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 Executive Director for details.

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

6-24 OUTSIDE ACTIVITIES

Outside work activities including volunteering, are not allowed when they:

- Prevent the employee from fully performing work for which he is employed at the Park

District;

involve organizations that are doing or seek to do business with the Park District, including actual or potential vendors; or

Violate provisions of law or the Park District's policies or rules

From time to time, Park District employees may be required to work beyond their normally scheduled hours. Employees must perform this work when requested. In cases of conflict with any outside activity, the employee's obligations to the Park District must be given priority. Employees are hired and continue in the Park District's employ with the understanding that the Park District is their primary employer and that other employment or commercial involvement in conflict with the business interests of the Park District is strictly prohibited.

Further, employees shall not enter into any contracts with an individual or company for the performance of services while on duty or while using Park District vehicles, equipment or other Park District property. No employee shall receive pay other than Park District pay, for performing services while on duty. Please reference section 1 - 13, Outside Employment, for more information.

