



*Macomb Township*  
**Employee Policy and Procedure**

**Conflict of Interest Policy**

All employees and/or elected officials of Macomb Township are required, as a condition of their continued relationship with the Township, to avoid all actual or potential conflicts of interest in any and all solicitation of bids or other selection process, for goods, services and labor.

For purposes of this policy, the term "Conflict of Interest" shall mean a direct pecuniary interest, present or future, real or foreseeable which would undermine the Township's goal of assuring an independent, impartial and honest bid process.

An employee or elected official, shall disclose, in writing, to his/her immediate supervisor and the Township Board, any and all potential conflicts of interest in connection with the bid process for services or labor and shall remove themselves from any discussion related to the bid process or selection process, whether those discussions are in public or private meetings, in order to avoid both the appearance of impropriety and the potential of discouraging open debate regarding competing proposals and/or vendors.

**Conflict of Interest – Employees:**

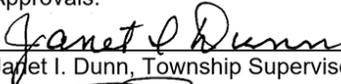
No employee will participate directly or indirectly in a procurement when the employee knows that the employee or any member of the employee's immediate family or household, has a direct pecuniary interest in the procurement; when a business or organization in which the employee, or any member of the employee's immediate family or household has a direct pecuniary interest pertaining to the procurement; or when any other person, business or organization with whom the employee or any member of the employee's immediate family or household is negotiating or has an arrangement concerning prospective employment is involved in the procurement.

**Conflict of Interest – Board Members:**

The Township of Macomb can enter into a contract with a vendor which a Board member has a conflict of interest as defined in the section above titled Conflict of Interest-Employees. In entering into a contract with this vendor the Board member must not vote on or participate in the deliberations pertaining to the contract.

**Penalty**

Violation of this policy constitutes grounds for discipline up to and including discharge.

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| Effective Date:   | 09/24/2020  | Policy Number: | 16.01.01   |
|   |   | Approval Date: | 09/23/2020 |
| Subject:  | Conflict of Interest Policy   |                |            |
|  | Approvals:  |                |            |
|   | <p> <br/>           Janet I. Dunn, Township Supervisor         </p> <p> <br/>           Thomas D. Esordi, Human Resources Director         </p> |                |            |