



TOWN OF ATLANTIC BEACH CONFLICT OF INTEREST POLICY

The Town of Atlantic Beach Council or other Town of Atlantic Beach officials, management, employees or agents, are obligated to always act in the best interest of the Town. As such, they are to avoid any conflict of interest, including the appearance of a conflict of interest. This obligation requires that, in the performance of Town duties, they seek only the furtherance of the Town's mission. At all times, they are prohibited from using their job title, the Town's name or property for private profit or benefit.

A. Conflict of Interest Defined:

- The Town of Atlantic Beach Council or other Town of Atlantic Beach officials, management, employees or agents of the Town of Atlantic Beach should neither solicit nor accept gratuities, favors, or anything of monetary value from current or potential contractors/vendors, persons receiving benefits from the Town or persons who may benefit from the actions of any members of the Town of Atlantic Beach Council or other Town of Atlantic Beach officials, management, employees or agents.
- They shall not use confidential information (i.e. non-public information that may be obtained by a Council member, official, management, employee, or agent through performing official duties) for personal or monetary gain for themselves or others.
- They shall not participate in the selection, award, or administration of a purchase or contract with a vendor where, to his/her knowledge, any of the following has a personal financial interest in that purchase or contract:
 1. A member of Town Council or other officials, management, employees or agents;
 2. Any member of their family by whole or half blood, step or personal relationship or relative-in-law;
 3. An organization in which any of the above is an officer, director, or employee;
 4. A person or organization with whom any of the above individuals is negotiating or has any arrangement concerning prospective employment or contracts.

B. Duty to Disclose: Any conflict of interest, potential conflict of interest, or the appearance of a conflict of interest regarding the transaction is to be reported to the Town of Atlantic Beach Council or Town Manager immediately for discussion at the upcoming meeting of the Town of Atlantic Beach Council.

C. Council Action: When a conflict of interest is relevant to a matter requiring action by the Town of Atlantic Beach Council, the Council member or official, manager, employee, or

agent must disclose the existence of the conflict of interest and be given the opportunity to disclose all material facts to the Council considering the possible conflict of interest. After disclosure of all material facts, and after any discussion with the person, he/she shall leave the Council meeting while the determination of a conflict of interest is discussed and voted upon.

After exercising due diligence, which may include investigating alternatives that present no conflict, the Town Council shall determine whether the transaction is in the Town's best interest, for its own benefit, and whether it is fair and reasonable to the Town; then the remaining Council shall decide if a conflict of interest exists.

D. Record of Conflict: The minutes of the meeting of the Town of Atlantic Beach Council noting potential conflict of interest shall contain:

1. The names of the persons who disclosed or otherwise were found to have an actual or possible conflict of interest, the nature of the conflict of interest, any action taken to determine whether a conflict of interest was present, and the Town Council's decision as to whether a conflict of interest in fact existed. The names of the persons who were present for discussions and votes relating to the transaction or arrangement that presents a possible conflict of interest.
2. The content of the discussion; any alternative transactions considered, any comparability data or other information obtained and relied upon by the Council and how the information was obtained.
3. The results of the vote, including if applicable, the terms of the transaction that was approved and the date it was approved.

E. Violations of the Conflicts of Interest Policy: If the Town of Atlantic Beach Council or Town Manager has reasonable cause to believe a Council member, official, manager, employee or agent has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Town Council determines the member, official, manager, employee or agent has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

F. Annual Review and Disclosure: Each Town of Atlantic Beach Councilperson or other Town official, management, employee or agent shall be provided a copy of this policy. The Town will oversee an annual review of the administration of this conflict of interest policy. The review may be written or oral. The review shall consider the level of compliance with the policy, the continuing suitability of the policy, and whether the policy should be modified and/or improved.



Approved By The Atlantic Beach Town Council

At A Meeting Held On January 11, 2021

As Certified By The Town Clerk

On Oct. 29, 2021 Katherine E. Igo