

## **LOWER MACUNGIE FIRE DEPARTMENT CONFLICT OF INTEREST POLICY**

The Lower Macungie Fire Department ("Department"), its Affiliates and Components, and all Officers, Directors, and members scrupulously shall avoid any conflict between their respective personal, professional or business interests and the interests of the Department, in any and all actions taken by them on behalf of the Department in their respective capacities. If any Administrative Officer, Operational Officer, or any other Officer, Director, or member of the Department, or any family member of such person, has any direct or indirect financial or other interest in, or relationship with, any individual or organization that proposes to enter into, or which has in some manner or fashion entered into, any transaction, business or other relationship with the Department (hereafter a "Potential Conflict"), including but not limited to the following:

1. the sale, purchase, lease or rental of any property or other asset;
2. employment, or rendition of services, personal or otherwise;
3. the award of any grant, contract, or subcontract;
4. the investment or deposit of any funds of the Department;

such person shall promptly provide written notice to the President of such interest or relationship, and shall thereafter refrain from discussing or voting on the particular transaction in which he has an interest, or otherwise attempting to exert any influence on the Department, or its components to affect a decision to participate or not participate in such transaction.

Provided further, to the extent any active member has any Potential Conflict, as described above, in any existing or proposed transaction or event in or in connection with any person or entity proposing entering into or having entered into any transaction or business dealing(s) with the Department, that active member shall disclose, in writing, the nature of that relationship to the President.

Approved On: 10/29/2014