



**TOWN OF WESTPORT CHARTER EXCERPT:**

**§ 38-2. Conflict of Interest.**

No Town employee or any member, whether elected or appointed, of any Board, Commission, Agency, Committee, Department or of the Representative Town Meeting of the Town shall participate in any official capacity in the hearing or decision upon any matter in which such person has, directly or indirectly, a personal or financial interest. In the event of such disqualification, such fact shall be entered on the records of the commission or board.

Any Town employee or any member, whether elected or appointed, of any Board, Commission, Agency, Committee, Department or of the Representative Town Meeting of the Town shall disclose any financial interest or any personal beneficial interest, either directly or indirectly, in any contract or purchase order for supplies, materials, equipment or services furnished to or used by the Town. Such disclosure shall be immediate and thereafter shall be made annually to the Office of the Town Clerk of the Town of Westport. This disclosure shall not apply to the mere ownership of up to 5% of the outstanding shares of publicly traded companies.

No Town employee or any member, whether elected or appointed, of any Board, Commission, Agency, Committee, Department or of the Representative Town Meeting of the Town shall accept or receive, directly or indirectly, from any person, firm or corporation to which any contract or purchase order has been awarded by the Town, any money, or anything of value whatsoever, or any promise for future reward. This prohibition shall not apply to political contributions made in accordance with applicable laws and regulations, nor to items of de minimus value.

**EMPLOYEE HANDBOOK EXCERPT:**

**1.7 CONFLICT OF INTEREST**

No Town employee or any member, whether elected or appointed, of any Board, Commission, Agency, Committee, Department or of the Representative Town Meeting of the Town shall participate in any official capacity in the hearing or decision upon any matter in which such person, spouse or other immediate family member has, directly or indirectly, a personal or financial interest. In the event of such disqualification, such fact shall be entered on the records of the commission or board.

Any Town employee or any member, whether elected or appointed, of any Board, Commission, Agency, Committee, Department or of the Representative Town Meeting of the Town shall disclose any financial interest or any personal beneficial interest, either directly or indirectly, in any contract or purchase order for supplies, materials, equipment or services furnished to or used by the Town. Such disclosure shall be immediate and thereafter shall be made annually to the Office of the Town Clerk of the

Town of Westport. This disclosure shall not apply to the mere ownership of up to five percent (5%) of the outstanding shares or publicly traded companies.

No Town employee or any member, whether elected or appointed, of any Board, Commission, Agency, Committee, Department or of the Representative Town Meeting of the Town shall accept or receive, directly or indirectly, from any person, firm or corporation to which any contract or purchase order has been awarded by the Town, any money, or anything of value whatsoever, or any promise for future reward. This prohibition shall not apply to political contributions made in accordance with applicable laws and regulations, nor to items of de minimus value.

**1.8 GIFTS**

Except as provided below, employees shall not give or receive gifts to or from supervisors, staff or members of the public. Minor gifts given to Town departments that can be shared on the premises may be accepted (e.g. candy, cheese and crackers, food and flower arrangements). Beer, wine, malt beverages and distilled spirits are not to be accepted under any circumstances.

**1.9 OUTSIDE ACTIVITIES**

Employees are expected to use their best judgment, highest ethical standards and honesty in all of their business ventures and volunteer activities. If employees find themselves engaged in, or they expect to become engaged in, any activity, which might be considered a conflict of interest with their duties with the Town, they should speak to their department head or the Personnel Director.