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|  |  |  **Blue Ridge Fire District****Policy and Procedure** |  | General Order Number**C304** |  |
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|  | Subject:**Conflict of Interest &****Outside Employment** | Effective Date:**April 1, 2015** |  Total Pages:**2** |  |
| Board Approval Date:**March 21, 2015** | Rescinds: |  |
|  | Application:**All District Personnel** | *Signed into effect as authorized by the Board of Directors*John Banning, Fire Chief |  |
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**I. PURPOSE**

To protect the integrity of District information, services, and employee efforts.

**II. SCOPE**

This policy applies to all employees of the Blue Ridge Fire District

**III. POLICY**

It is the policy of the Blue Ridge Fire District that all employees shall avoid any activity, practice, secondary employment or act which might create a conflict between one’s personal interest and one’s employment with the District.

**IV. GUIDELINES**

1. No employee of the District may accept other employment in any organization that does business with the Blue Ridge Fire District or is a competitor of Blue Ridge Fire District, unless the employee has received prior written approval from the Fire Chief.
2. If an employee or a member of the employee’s immediate family has a financial interest in an organization that does business with BRFD, and the interest might be sufficient to affect the employee’s decisions or actions, the employee must fully disclose the interest to the Fire Chief and must not represent the District in any related transactions.
3. While BRFD does not prohibit the practice of holding a second job (including self-employment), the District does insist that an employee’s job with BRFD come first and that a second job does not interfere with or reflect unfavorably on the District. Employees holding a regular second job must provide written notification to the Fire Chief, and must maintain current notification at all times.
4. No employee or member of the employee’s immediate family shall accept or solicit any gift, service, special accommodation or other favors from any current or potential customers with whom BRFD does business, if it might be inferred that such action could affect the employee’s business decisions. This policy does not preclude normal, ethical business practices such as token luncheons, token gifts, advertising items such as pens, pencils, and calendars, or other gifts of nominal value.
5. No employee shall directly or indirectly, give, offer or promise anything of value to any representative of any organization in connection with any transaction or business that BRFD may have with the organization.
6. No employee shall engage in conduct that is disloyal, disruptive, competitive or damaging to the reputation of the District.
7. Because it is not possible to describe every situation that could arise involving potential conflicts of interest, employees are asked to carefully evaluate any activity that could be construed as potentially conflicting with their employment and to seek advice from the Fire Chief regarding such activity.