

MAYOR
HARRIS SONDAK

TOWN COUNCIL
MARGARET BOURKE
CLIFF CURRY
SHERIDAN DAVIS
ELISE MORGAN



TOWN OF ALTA
P.O. BOX 8016
ALTA, UTAH 84092
TEL (801) 363-5105
(801) 742-3522
FAX (801)742-1006
TTY 711

Conflict of Interest Policy

Overview

The Town of Alta officers, defined in this policy as elected and appointed officials, individually commit themselves in their official capacity to ethical, businesslike, and lawful conduct, including appropriate use of their authority and decorum at all times. Officers must avoid even the appearance of impropriety to ensure and maintain public confidence in the Town of Alta. Officers have a fiduciary duty to the Town of Alta and must not act in a manner that is contrary to that duty or to the interests of the Town of Alta. Officers must place the interests of the Town of Alta over their own personal interests with respect to the governance, policy, strategic direction and operations of the Town of Alta.

Policy

It is the intent of the Town of Alta to meet and exceed the protections against conflicts of interest contained in State law. Under this policy, a conflict of interest arises when an officer has a personal interest or appearance of conflict in a matter that is or may be in conflict with or contrary to the Town of Alta's interests and objectives to such an extent that the officer is or may not be able to exercise independent and objective judgment within the context of the best interest of the Town of Alta. For the purposes of this policy, an officer's "personal interest" includes those of his or her relatives, business associates or other persons or organizations with whom he or she is closely associated.

The following provisions shall serve as a guide to officers with respect to the affairs of the Town of Alta:

1. The Town of Alta officers shall not receive, accept, take or solicit, directly or indirectly, anything of economic value as a gift, gratuity, or favor from a person or entity if it could be reasonably expected that the gift, gratuity, or favor would influence the vote, action, or judgment, or be considered as part of a reward for action or inaction. Officers are required to report to the Alta Town Clerk of the actual or estimated value of any gifts or casual entertainment received as an officer that exceeds \$50.
2. Proprietary business information must be kept confidential at all times. Officers are prohibited from knowingly disclosing such information, or in any way using such information for personal gain or advancement, or to the detriment of the Town of Alta, or to individually conduct negotiations or make contacts or inquiries on behalf of the Town of Alta unless officially designated by the Town of Alta.
3. It shall be a conflict of interest for Officers to acquire or have a financial interest in any property that the Town of Alta acquires, or a direct or indirect financial interest in a supplier, contractor, consultant, or other entity with which the Town of Alta does business. This does not prohibit the ownership of securities in any publicly owned company except where such ownership places the officer in a position to materially influence or affect the business relationship between the Town of Alta and such publicly owned company. Any other interest in or relationship with an outside

organization or individual having business dealings with the Town of Alta is prohibited if this interest or relationship might tend to impair the ability of the officer(s) to be independent and objective in his or her service to the Town of Alta.

4. If members of the immediate family of an officer have a financial interest as specified above, such interest shall be fully disclosed to the Alta Town Council which shall decide if such interest should prevent the Town of Alta from entering into a particular transaction, purchase, or engagement of services. The term "immediate family" means officer's spouse, parent, dependent children, and other dependent relatives.
5. When a conflict of interest exists, the officer shall publicly declare the nature of the conflict and may recuse him or herself on any official action involving the conflict.
6. Officers may not realize, seek, or acquire a personal interest in a business that does business with the Town of Alta.
7. Officers shall complete a Conflict of Interest Disclosure Form annually by the end of January. This Form shall be signed and notarized. Completed forms shall be submitted to the Town Clerk and made available to the public upon request.
8. The Town Clerk shall provide copies of all completed Conflict of Interest Disclosure Forms to the Mayor at the end of January each year.
9. The Mayor shall review all completed forms and consider the disclosures. The Mayor shall make changes to assignments, duties, or contracts deemed appropriate to eliminate or mitigate conflicts of interest within the Town of Alta.

ADOPTED this 28th day of December, 2020



Mayor Harris Sondak