

	<b>CITY OF DECATUR PERSONNEL POLICY</b>		
<b>Chapter 05</b>	<b>Conduct</b>		
<b>Section 15</b>	<b>Conflict of Interest, Solicitation, and Gifts</b>		
<b>Revised By:</b>	<b>Nate Mara, City Manager</b>	<b>Revised Date:</b>	<b>December 22, 2025</b>
<b>Approved By:</b>	<b>Nate Mara, City Manager</b>	<b>Effective Date:</b>	<b>January 1, 2026</b>

**05.15 Conflict of Interest, Solicitation, and Gifts**

**1. Employees of The City of Decatur may not:**

- a. Accept any business or professional opportunity when the employee knows or should know that there is a reasonable likelihood that the opportunity is being afforded him to influence the employee in the performance of his official duties;
- b. Use City employment, authority, or influence in any manner for personal betterment, financial or otherwise;
- c. Have any financial interest, directly or indirectly, in the sale to the City of any land, materials, supplies or services;
- d. Have discussions or participate in decisions of any City agency, board, commission or instrumentality if the employee has any personal economic interest or is employed, directly or indirectly, by the person or entity that is the subject of the discussion or decision;
- e. Accept other employment or engage in outside activities incompatible with the performance of duties and responsibilities as a City employee or that might impair independent judgement in the performance of duties to the City; or
- f. Accept remuneration or provide services for compensation, directly or indirectly, to a person or organization requesting an approval, investigation, or determination from the City.

## **2. Solicitation and Acceptance of Gift**

- a. Solicitation of funds or anything of value for any purpose whatsoever shall be permitted of or by City employees on the job only with the express approval of the City Manager.
- b. No employee may be required to make any contribution, nor may an employee be penalized in any way concerning employment according to the employee's response to a solicitation.
- c. No employee shall accept or solicit any money property, service, or other thing of value in excess of \$20 from a person, business entity or other organization regulated by, contracting with, or having any other business relationship with the City department of which the employee is a member.
- d. If a person presents a gift to a City employee as a reward for service or as an act of expressing appreciation, then the employee shall report the gift in writing to the supervisor and the City Manager.
- e. No employee shall accept or solicit any money, property, service or other thing of value in excess of \$20 for the benefit of the City, or any employee, or department of the City, unless approved in advance by the City Council.
- f. Violations of this policy may result in disciplinary action. Employees should direct questions regarding the prohibitions imposed by this policy to your Department Director, the Director of Human Resources, or the City Manager's office.