

CONFLICT OF INTEREST POLICY

Any employee upon being hired or promoted to a decision-making position shall disclose any potential conflict of interest. If during the course of employment an area of potential conflict of interest develops for an employee in a decision-making position, they are required at that time to make full disclosure. Conflict of Interest statements shall then be updated as circumstances warrant. All Conflict of Interest statements shall be referred to only to eliminate any potential conflict of interest.

In compliance with Colorado Law Section 24-18-104, C.R.S., as may be amended from time to time, no employee or Board of Trustees member shall accept a fee, gift, or other valuable item for personal use from any person or group of persons where such gift or other valuable item is given in the hope or expectation of receiving a favor or better treatment than others wishing to do business with Douglas County Libraries (the "Library").

Employees with direct ownership, partnership, or personal involvement in supplier companies or distribution outlets related to Library business must report their involvement and relationship to supplier companies and distribution outlets through the Library's Conflict of Interest form. Additionally, employees with relatives that the Library does business with must report their relationship through the Conflict of Interest form.

Colorado Law Section 24-18-104, C.R.S. should be consulted in determining whether a trustee or employee may accept a gift. If an employee has any questions as to whether they may accept a particular gift, including payment for luncheons or dinners, the employee should discuss the matter with their supervisor and with the Human Resources department for a final determination.

Additional details can be found in the Library's Employee Handbook.