

## **Conflict of Interest Code of Conduct and Policy for the Board**

### **Applicability**

Trustees of The Westport Library Board are subject to and shall comply with this Conflict of Interest Code of Conduct and Policy.

### **General Provisions**

Trustees shall observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

### **Code of Conduct**

Trustees shall identify situations that may, or may appear to, present a Conflict of Interest; fully and immediately disclose them to the Executive Committee of the Board of Trustees; and if they are implicated in such conflict, recuse themselves from all discussions, deliberations, and proceedings relating to the activity that is the subject of the actual or potential Conflict of Interest, pending the Executive Committee's determination of its status.

The Executive Committee shall investigate any reported, alleged, or discovered Conflict of Interest. The Executive Committee shall take all appropriate and necessary actions to protect the Library's interests and to determine whether Trustees' participation in such matters are to be modified, avoided, or discontinued. The Executive Committee will document its findings and actions and will communicate these to the relevant parties, including the Board, as necessary. The decision of the Executive Committee shall be final.

Trustees will sign and submit a Conflict of Interest Disclosure Form annually during the first month of the Library's fiscal year.

## **Conflict of Interest**

A Conflict of Interest occurs when Trustees use their personal or commercial interests or relationships in a self-beneficial manner that has detrimental influence on the execution of their responsibilities as Trustees; or, when Trustees use their position on the Board to receive inappropriate direct or indirect financial or non-financial gains for themselves, relatives, or organizations with which they are associated, thereby causing harm to the Library; or, when Trustees' activities, even if aligned with the needs or goals of the Library, nevertheless may place in doubt the arm's-length conduct required of Trustees in the conduct of their primary supervisory duties.

## **Amendment**

The Library Board of Trustees reserves the right to amend this Policy at any time in its discretion.

*Adopted by the Library Board of Trustees May 19, 2020*