

## **CONFLICT OF INTEREST AND ACCOUNTABILITY POLICY AND CODE OF ETHICS**

All members of the Richfield Joint Recreation District Board of Trustees (“Trustees”) shall endeavor to conduct themselves in RJRD matters in accordance with the highest ethical standards and shall strive to avoid even the appearance of impropriety. All Trustees are expected to use good judgment and to conduct their affairs in such a manner as to avoid any actual or potential conflict between the personal interests of a Trustee and those of the RJRD.

A *conflict of interest* exists when a Trustee or a family member has a personal interest, including a financial interest, which is in conflict with the interests of the RJRD, such that he or she may be influenced by this personal interest when making a decision for the organization. This concept extends to all situations in which a Trustee’s duty or responsibility to the RJRD conflicts with a duty or responsibility owed to some other organization. Indeed, a conflict exists whenever the loyalties or actions of a Trustee are divided between the interests of the Richfield Joint Recreation District and the interest of the Trustee or the Trustee’s immediate family. Both the fact and the appearance of a conflict of interest should be avoided. If a Trustee believes that he or she may have a conflict of interest, that Trustee must disclose the possible conflict to the Board.

Trustees shall not, either directly or indirectly, derive a personal profit or advantage for him/herself or a family member from their positions as Trustees, given that the prime obligation of a Trustee is to the RJRD and not to any Trustee or any other organization or entity. No contract or business relationship shall be entered into between the RJRD and a Trustee or any entity in which that Trustee or his or her family have significant interest, unless the material facts of the relationship and transaction are disclosed or are made known to the Board and a majority of the disinterested Trustees specifically authorize the contract or business relationship and determine that this Policy does not prohibit it. Trustees shall generally abstain from discussing at a meeting, or voting upon, any matter in which they, their immediate family members or any entity in which they have significant interest, have a personal financial interest in that outcome. No Trustee shall solicit personal favors or exert influence on any RJRD employee or contractor in order to gain business or personal favors for him/herself.

Every Trustee shall strive to put the interests of the Richfield Joint Recreation District above any personal considerations of benefit to himself, herself, family, or others. Accordingly, each Trustee shall:

- A. Be nothing less than committed to the mission of the RJRD.
- B. Abide by the by-laws and policies of the RJRD.
- C. Act in the best interest of the RJRD, rather than in the furtherance of personal interests or the interests of third parties.
- D. Trustees have a duty of loyalty to the organization, staff and other Board members.
- E. Make appropriate and ethical choices in the conduct of their work on behalf of the RJRD with honesty, integrity, and fair practices.

It is the policy of the Richfield Joint Recreation District that Trustees and employees of the Richfield Joint Recreation District will not disclose confidential information belonging to, or



obtained through the affiliation with the RJRD to any person, including their relatives, friends, and business and professional associates, unless the RJRD Board of Trustees has authorized disclosure. This policy is not intended to prevent any disclosure required by law.

### **REMEDIES**

Any Trustee who fails to comply with this Conflict of Interest and Accountability Policy and Code of Ethics may, in the discretion of the Board of Directors, be censured by the affirmative vote of not less than five (5) members of the Board of Trustees. Alternatively, a recommendation that the Trustee be removed or expelled from the Board may be issued from the Board to the appointing body for that Trustee (i.e., the Richfield Township Board of Township Trustees or the Richfield Village Council) in the form of a Resolution approved by the affirmative vote of not less than four (4) members of the Board of Trustees. In the case of a Trustee appointed by the RJRD Board of Trustees, a failure to comply may be addressed through removal of the Trustee by direct action and affirmative vote of not less than four (4) members of the Board of Trustees. In any case in which a vote of the Board of Trustees pursuant to this paragraph is considered, the Trustee who is the subject of the motion or resolution shall have an opportunity to speak about the subject matter prior to Board vote.

### **Revisions**

<b>Date</b>	<b>Administrator</b>	<b>Details of revision</b>