

Jacksonville Police and Fire Pension Fund Employee Conflict of Interest Disclosure Policy

I. Purpose

In order to deal openly and fairly with potential conflicts of interest, the Jacksonville Police and Fire Pension Fund adopts the following Policy.

II. Policy

All Jacksonville Police and Fire Pension Fund Employees are expected to use good judgment and adhere to high ethical standards. They are also expected to conduct themselves in a professional manner in order to avoid any actual, potential or perceived conflicts between personal interests and those of Jacksonville Police and Fire Pension Fund.

The Jacksonville Police and Fire Pension Fund conflict of interest policy is supplemental to any and all COJ conflict of interest policies contained in the Jacksonville Ordinance Code (specifically those contained in the Jacksonville Ethics Code – Ordinance Chapter 602).

III. Procedure

Each employee must complete an annual disclosure form to inform the Jacksonville Police and Fire Pension Fund of situations that may pose or may give the appearance of a conflict of interest. All Jacksonville Police and Fire Pension Fund Employees must immediately disclose all material facts regarding any affiliation or interest between themselves and any person or outside business with whom the Fund is considering entering a transaction. The disclosure must be made by the employee immediately upon learning of the potential transaction with such person.

Anyone with questions regarding potential conflicts of interest is encouraged to discuss it with the Jacksonville Police and Fire Pension Fund's Ethics Officer. Any employee who is deemed to have substantial influence over Jacksonville Police and Fire Pension Fund that fails to comply with this Conflict of Interest Policy may be put on notice or terminated, at the discretion of the Board of Trustees.

All Annual Disclosure Statements shall be submitted to the Ethics Officer of the Jacksonville Police and Fire Pension Fund and shall be filed accordingly.

IV. Definition

For the purposes of this Policy, the term "relative" shall mean any living individual that is (i) familially related to a Police and Fire Pension Fund employee by blood (of any degree), marriage, or court order; or (ii) closely affiliated and connected with a Police and Fire Pension Fund employee through bonding or an interpersonal relationship. As used herein, the term relative shall be construed liberally and is intended to include any significant relationship of an employee with an individual that may pose or give the appearance of a conflict of interest.

**Jacksonville Police and Fire Pension Fund
Annual Staff Affirmation And Disclosure Statement**

Please sign this statement indicating your affirmation as described below.

- I have received a copy of the Jacksonville Police and Fire Pension Fund Conflict of Interest Policy;
- I have read the Policy and I understand it;
- I agree to comply with the Policy, and will disclose any conflicts of interest.

Please disclose, in addition, any applicable affiliations known to you.

- Disclose any and all relatives who are employees of the Jacksonville Police and Fire Pension Fund.
- Disclose any and all relatives who are members (active or retired) of the Jacksonville Police and Fire Pension Fund.
- Disclose any and all relatives holding financial interest in a business from which the Jacksonville Police and Fire Pension Fund secures goods or services.
- Disclose any and all relatives rendering services to, or being an employee of, any outside concern that does business with the Jacksonville Police and Fire Pension Fund.
- Disclosure of any and all gifts or other benefits that are valued at or above \$100.00 received from any outside concern that does, or is seeking to do, business with the Jacksonville Police and Fire Pension Fund.
- Disclosure of any and all outside employment with a business that does, or is seeking to do, business with the Jacksonville Police and Fire Pension Fund.

Employee/Member/Business

Nature of Disclosure

<u>Employee/Member/Business</u>	<u>Nature of Disclosure</u>

Your name: _____

EIN: _____

Your signature: _____

Date: _____

Reviewed by: _____

Date: _____

Return this statement to the Ethics Officer of the Jacksonville Police and Fire Pension Fund by January 31.