

The city will determine what course of action must be taken to resolve any conflict it believes may exist. If the conflict is severe enough, the city may be forced to ask the employee to tender his/her resignation. The city has sole discretion to determine whether such a conflict of interest exists.

Employees are encouraged to seek assistance from their supervisors with any legal or ethical concerns. However, the city realizes this may not always be possible. As a result, employees may contact the City Manager to report anything that they cannot discuss with their supervisor.

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## OUTSIDE EMPLOYMENT

Any employee who is considering supplemental employment must make sure all the following conditions exist:

- There is no conflict of interest between the City job and the proposed outside work.
- The proposed work will not interfere with the employee's regular City work schedule.
- The proposed work will not interfere with the quantity and quality of the employee's regular City work.
- Activities away from the office will not be considered an excuse for poor job performance, absenteeism, tardiness, or refusal to work different hours or overtime.

## FIREARMS, EXPLOSIVES, AND WEAPONS POLICY

Under no circumstances shall firearms, fireworks, explosives, or weapons be brought to any City of Imlay City office, jobsite, or function. For the purpose of this policy, tools used in the normal course of business are excluded (i.e. Police Department and Fire Department Personnel).

## USE OF CITY PREMISES, PROPERTY, AND MATERIALS

Meetings held on the city premises must be for the purpose of conducting business.

The use of business stationery and/or the city's postage meter for personal correspondence is strictly forbidden. The personal use of its facsimile or copying machines is also forbidden without first receiving management approval and reimbursing the city at the current prevailing rates.

Receiving personal mail/parcels at the city address is strongly discouraged because it adds to an already large mail volume.