

**CITY OF NORTHVILLE
CONTRACT ADMINISTRATION - CONFLICT OF
INTEREST POLICY**

No employee, officer, or agent may participate in the selection, award, or administration of a Federal or non-Federal contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The employees, officers, and agents must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.

Any potential conflict of interest must be disclosed in writing to the City Manager. If the contract is related to a Federal award the disclosure must also be submitted to the Federal awarding agency or pass-through entity.

Employees, officers, and agent will be subject to disciplinary action for violation of this policy, up to and including termination.