

GENEVA INDUSTRIAL DEVELOPMENT AGENCY Conflict of Interest Policy and Annual Disclosure

Geneva Industrial Development Agency (GIDA) was organized to benefit the people of the City of Geneva, NY by assisting businesses in the city. Because GIDA occupies a position of public trust, it is important to avoid conflicts of interest that may undermine the credibility of the GIDA. Therefore, it is the policy of GIDA that:

- GIDA Board members and staff shall exercise their best judgment for the benefit of the GIDA and shall refrain from being influenced by personal considerations in the performance of their duties.
- Board members and staff may not engage in any business or professional activity on behalf of the GIDA where that activity might result in financial benefit to the board or staff member, their family or business associates.
- No board member or staff shall have an interest in any contract with GIDA when the board member or staff has the power or duty to:
 - negotiate, prepare, authorize or approve the contract or authorize or approve payment there under;
 - Audit bills or claims under the contract;
 - Appoint an officer or staff who has any of the powers or duties set forth above.
- Board members and staff shall not accept gifts or entertainment of value exceeding seventy-five dollars (\$75.00), when such gift could be reasonably interpreted to be for the purpose of influencing the board or staff member's performance of their duties relative to GIDA.
- Board members and staff shall not deal preferentially with suppliers and others where personal gains accrue to the board member or staff, or their families or business associates.
- Board members and staff shall avoid employment, investments, and personal interests which may work to the disadvantage of the GIDA.
- Board members and staff shall not disclose confidential information acquired in the course of their GIDA duties to further their own personal interests, or that of their families or business associates.

- GIDA is prohibited from extending or maintaining a personal loan, arranging for the extension of a personal loan, or renewing a personal loan for any officer, board member or staff of the GIDA.

Pursuant to this policy, a board member or staff shall be required to disclose a conflict of interest to the Board as soon as possible after he or she learns of the conflict.

GIDA has adopted the Geneva Industrial Development Agency Conflict of Interest Policy and Annual Disclosure for the purpose of compliance.

Board members and staff are required to complete and sign this statement and submit it to the GIDA on an annual basis.

Approved and adopted this 3rd day of June 2022.

ANNUAL DISCLOSURE, CONFLICT OF INTEREST STATEMENT

For Year _____

GENEVA INDUSTRIAL DEVELOPMENT AGENCY

Last Name

First Name

Initial

Title

GENEVA INDUSTRIAL DEVELOPMENT AGENCY

Board or Agency

47 Castle Street, Geneva, NY 14456

Board or Agency Address

I have read and am familiar with the Geneva Industrial Development Agency Conflict of Interest Policy, and I have initialed the Box opposite the appropriate paragraph below.

1. To the best of my knowledge, I have had no interest nor taken any action which would contravene the policy: {_____}

OR

2. To the best of my knowledge I have had no interest nor taken any action which would contravene the policy, except such interest or action which is fully disclosed below: {_____}

3. At this time, I am seeking a determination of whether the contemplated course of action described below may constitute a conflict of interest in contravention of the policy:

Date: _____ Signature: _____