

**Introduction:**

The City of Taft respects the right of each employee to engage in private or commercial activities outside normal working hours provided such activity in no way conflicts with or compromises the integrity of the City of Taft.

In administering this policy, the City of Taft expects each employee to avoid those outside activities which are a conflict of interest or which may potentially become a conflict of interest.

**POLICY**

1. The City of Taft expects those employees interested in pursuing private or commercial activities outside normal working hours to present a written explanation of such activities to the department head for approval.
2. Employees of the City of Taft shall avoid outside employment activity with individuals or companies doing business with or soliciting business from the City.
3. Employees shall not engage in outside employment activity which may unduly influence professional decisions, actions or judgments made on behalf of the City.
4. Employees shall not engage in outside employment activity which may deprive the City of their time, attention or loyalty during normal working hours.
5. Employees shall not engage in outside employment activity which may require confidential information concerning the City of Taft.
6. Employees shall avoid significant financial interest in companies doing business with or soliciting business from the City.
7. Employees shall not engage in outside employment activity requiring the use of City property, equipment or supplies.
8. Employees shall not use City stationary, forms or equipment, including telephones and postage, in any capacity not directly related to the performance of assigned duties with the City of Taft.
9. Employees conducting outside activities conflicting with, compromising or reflecting unfavorably upon City interests shall be required to terminate such activities.
10. Employees continuing to conduct outside activities conflicting with, compromising or reflecting unfavorably upon City interests after a request to terminate such activities shall be subject to disciplinary action.
11. Disciplinary action shall be governed by provisions of the City's employee discipline and termination policies.