



RIVERBEND RESOLUTION NO. 20221116-03

**AUTHORIZING THE APPROVAL OF AMENDMENTS TO THE PERSONNEL
POLICY MANUAL OF THE RIVERBEND WATER RESOURCES DISTRICT**

WHEREAS, Riverbend Water Resources District is a conservation and reclamation district created under and essential to accomplish the purposes of Section 59 Article XVI, Texas Constitution, existing pursuant to and having the powers set forth in Chapter 9601 of the Special District Local Laws Code of the State of Texas; and

WHEREAS, Riverbend Water Resources District first adopted a Personnel Policy Manual on March 2, 2016 and has updated policies as needed; and

WHEREAS, Riverbend Water Resources District desires to continue to update certain policies and procedures of its Personnel Policy Manual.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Riverbend Water Resources District hereby adopts the amendment(s) to the Personnel Policy Manual as attached.

PASSED and APPROVED this 16th day of November 2022

A handwritten signature in blue ink that reads "Van Alexander".

Van Alexander, President

ATTEST:

A handwritten signature in blue ink that reads "Sonja Hubbard".

Sonja Hubbard, Secretary

Attached: Personnel Policy Manual Changes



8-13 Conflict of Interest and Business Ethics

It is Riverbend Water Resources District's policy that all employees avoid any conflict between their personal interests and those of Riverbend Water Resources District. The purpose of this policy is to ensure that Riverbend's honesty and integrity, and therefore its reputation, are not compromised. The fundamental principle guiding this policy is that no employee should have, or appear to have, personal interests or relationships that actually or potentially conflict with the best interests of Riverbend Water Resources District.

It is not possible to give an exhaustive list of situations that might involve violations of this policy. However, the situations that would constitute a conflict in most cases include but are not limited to:

- Holding an interest in or accepting free or discounted goods from any organization that does, or is seeking to do, business with Riverbend Water Resources District, by any employee who is in a position to directly or indirectly influence either Riverbend Water Resources District's decision to do business, or the terms upon which business would be done with such organization;
- Holding any interest in an organization that competes with Riverbend Water Resources District;
- Being employed by (including as a consultant) any organization which does, or is seeking to do, business with Riverbend Water Resources District or which competes with Riverbend Water Resources District;
- Serving on the Board, Counsel or Commission of any organization which does, or is seeking to do, business with Riverbend Water Resources District or which competes with Riverbend Water Resources District if you hold a managerial, supervisory or decision-making role with Riverbend Water Resources District. Otherwise, any other employee of Riverbend Water Resources District serving on a Board, Counsel or Commission of any organization discussing business affecting Riverbend Water Resources District, directly or indirectly, shall abstain from all such discussions and votes.
- Profiting personally, e.g., through commissions, loans, expense reimbursements or other payments, from any organization seeking to do business with Riverbend Water Resources District.

A conflict of interest would also exist when a member of an employee's immediate family is involved in situations such as those above.

It is your responsibility to report any actual or potential conflict that may exist between you (and your immediate family) and Riverbend Water Resources District. It is also your responsibility to report service, or anticipated service, on any board, counsel or commission for a determination by Riverbend Water Resources District of any potential conflicts of interest.