

**Albany Port District Commission (“APDC”)  
Conflict of Interest Disclosure Policy**

**PURPOSE:**

A conflict of interest is a set of circumstances under which a risk of one’s professional judgment or actions regarding a primary interest will be unduly influenced by a secondary interest. It is any situation in which an individual is in a position to exploit a professional or official capacity in some way for their personal benefit.

A conflict of interest exists wherever whenever an individual could benefit, directly or indirectly, from access to information or from a decision over which they might have influence, or, where someone might reasonably perceive there to be such a benefit and influence. The existence of a conflict of interest is not necessary evidence of wrongdoing and a conflict of interest might exist even in the absence of resulting improper acts.

**POLICY:**

The APDC Code of Ethics states Commissioners and employees must conduct themselves at all times in a manner that avoids any appearance that they can be improperly or unduly influenced, that they could be affected by the position of or relationship with any other party, or that they are acting in violation of their public trust. Commissioners and employees may not engage in any official transaction with an outside entity in which they have a direct or indirect financial interest that may reasonably conflict with the proper discharge of their official duties.

To mitigate potential conflicts of interest, the APDC Conflict of Interest Disclosure Policy requires that APDC Commissioners and employees:

- Annually (or as often as necessary) disclose any relationship that creates or may be perceived to create a conflict of interest.
- Commissioners shall recuse themselves and physically leave the meeting during which a vote is occurring with respect to matters that create a conflict of interest for the Commissioner(s). The meeting minutes shall reflect the recusal and absence of the conflicted Commissioner(s).

**ANNUAL CONFLICT OF INTEREST DISCLOSURE PROCEDURE**

- Not less than annually, APDC Commissioners and employees shall submit an APDC Conflict of Interest Declaration (attached to this Policy as Exhibit A) to the APDC Governance Committee.
- Upon appointment or hiring, APDC Commissioners and employees, respectively, shall complete the APDC Conflict of Interest Declaration.