

# TOWN OF GLEN CODE OF ETHICS

## 1. PURPOSE

Pursuant to the provisions of § 806 of the General Municipal Law, the Town Board of the Town of Glen recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this code to promulgate these rules of ethical conduct for the elective or appointed Town officer or employee. These rules shall serve as a guide for official conduct of the elective or appointed Town officers or employees of the Town of Glen. The rules of ethical conduct of this code, as adopted, shall not conflict with but shall be in addition to any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

## 2. DEFINITIONS

The following terms shall have the meanings indicated:

**CONFIDENTIAL INFORMATION** – Information that is acquired in the course of official duties which is not available as a matter of public knowledge or public record or is not available by making inquiry to a publicly available source of information.

**CONFLICT OF INTEREST** – Occurs when an individual's personal interests (including but is not limited to family, friendships, financial or social factors) could compromise his or her judgement, decisions, or actions in the workplace.

**GIFT** – Anything of more than minimal value given to a public official in any form, including, but not limited to, money, service, loan, travel, lodging, meals, refreshments, entertainment, discount or a promise having a monetary value.

**IMMEDIATE FAMILY MEMBER** – Spouse, child, parent, sibling, cousin, aunt, uncle, niece, nephew, grandparent, grandchild (including step and in-law relationships).

**MUNICIPAL OFFICER or EMPLOYEE** – An officer or employee of the Town of Glen, whether paid or unpaid.

## 3. STANDARDS OF CONDUCT

An elective or appointed Town officer or employee is subject to, and must abide by, the following standards of conduct:

A. No elective or appointed Town officer or employee shall accept other employment which will impair his/her independence of judgement in the exercise of his/her official Town duties.

B. No elective or appointed Town officer or employee shall use or attempt to use his/her official position to secure unwarranted privileges or exemptions for himself/herself or others.

C. No elective or appointed Town officer or employee shall accept or solicit any gifts or gratuities having a value of \$75 or more whether in the form of money or in kind in any way relating to his/her official duties. The recipient of such gift or gratuity shall immediately return same to the giver and shall notify the Town of Glen board of the incident.

D. No elective or appointed Town officer or employee may use town-owned property, assets or any resources for personal purposes or profit or to benefit any person.

E. No elective or appointed Town officer or employee shall disclose confidential information acquired by him/her in the course of his/her official duties or such information to further his/her personal interest.

F. No elective or appointed Town officer or employee shall take part in any hiring or employment decision relating to an immediate family member and must be recused from any and all discussions or decisions relating to the matter. An immediate family member of an elective or appointed officer or employee may not be employed in a position where an immediate supervisor / subordinate relationship would exist.

G. Each elective or appointed Town officer or Town employee must be committed to the following general standards of conduct:

a. Serve with respect, concern, courtesy, and responsiveness in carrying out the fortitude in all activities in order to inspire confidence and trust in such activities.

b. Hold paramount the safety, health, and welfare of the public in the performance of professional duties.

c. Keep the community informed about issues affecting it.

d. Strive for personal and professional excellence and encourage the professional developments of others.

#### 4. CONFLICT OF INTEREST

A. No elective or appointed Town officer or employee shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, or incur any obligation of any nature, which is in conflict with, or might reasonably tend to conflict with, the proper discharge of his/her duties in the public interest.

B. If such a conflict occurs, the elective or appointed Town officer or employee shall make known to all concerned parties the nature of such conflict and shall refrain from any participation whatsoever in the matter so as to avoid the conflict.

## 5. DISCLOSURE OF INTEREST

A. Any elective or appointed Town officer or employee who has any financial interest, direct or indirect, in any contract with the Town, or in the sale of any land, material, supplies or services to the Town or in any contractor supplying the Town, shall make