Town of Guilford
223 Marble Road
Guilford, NY 13780

POLICY AND PROCEDURE

CODE OF ETHICS

Policy: It is the policy of the Town of Guilford to establish a standard of conduct for its officers and employees.

Procedure:

1. Pursuant to the provisions of Section 806 of the General Municipal Law, the Guilford Town Board of the Town of Guilford 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 resolution to promulgate these rules of ethical conduct for the officers and employees of the Town of Guilford. These rules shall serve as a guide for official conduct of the officers and employees of the Town of Guilford. These rules of ethical conduct of this resolution as adopted, shall not conflict with, but shall be in addition to any prohibition of article eighteen 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:
    a. As used in this resolution, the term Town shall mean any board, commission, district, council or other agency, department or unit of government of the Town of Guilford. The term "Town Employees" shall mean any officer or employee of the Town of Guilford whether paid or unpaid, whether serving in a full-time, part-time or advisory capacity.
    b. RULE WITH RESPECT TO CONFLICTS OF INTEREST: No Town 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 substantial conflict with the property discharge of his duties in the public interest.
3. STANDARDS OF CONDUCT: Every officer or employee of the Town of Guilford shall be subject to and abide by the following standards of conduct:
    a. Gifts: He/She shall not directly or indirectly solicit any gift; or accept or receive any gift having a value of twenty-five dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her, or could reasonably be expected to influence him/her, in the performance of his/her official duties or was intended as a reward for any official action on his part.
    b. Confidential Information: He/She shall not disclose confidential information acquired by him/her in the course of his/her official duties or use such information to further his/her personal interest.
    c. Representation Before One's Own Agency: He/She shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in

relation to any matter before any municipal agency of which he/she is an officer, member or employee or of any municipal agency over which he/she has jurisdiction or to which he/she has the power to appoint any member, officer or employee.

d. Representation Before Any Agency For A Contingent Fee: He/She shall not receive, or enter into any agreement, express or implied for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon reasonable value of the services rendered.

e. Disclosure Of Interest In Legislation: To the extent that he/she knows thereof, a member of the Guilford Town Board and any officer or employee of the Town of Guilford whether paid or unpaid, who participates in the discussion or gives official opinion to the Guilford Town Board on any legislation before the Guilford Town Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such legislation.

f. Investment In Conflict With Official Duties: He/She shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with his official duties.

g. Private Employment: He/She shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his/her official duties.

h. Future Employment: He/She shall not, after the termination of service or employment with such municipality, appear before any board or agency of the Town of Guilford in relation to any case, proceeding or application in which he/she personally participated during the period of his/her service of employment or which was under his/her active consideration.

4. Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, accountant, demand or suit against the Town of Guilford, or any agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.
5. Distribution of Code of Ethics: The Supervisor of the Town of Guilford shall cause a copy of this code of ethics to be distributed to every officer and employee of the Town within forty-five (45) days after the effective date of this resolution. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his/her office employment.
6. Penalties: In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner by law.
7. Effective Date: This resolution shall take effect immediately.

Original: 3/9/11