

**Code of Ethics for Employees and Officers of the Town of
Elizabethtown, NY**
January 17, 2012

1. **Conflicts of Interest:** No official or employee may take any action that gives financial or personal gain to themselves, relatives, clients, an employer, or a person who has contributed to the official's election campaign.

2. **Appearance of Impropriety:** An official or employee must avoid situations that interfere with their ability to make a decision that is in the best public interest. Nor shall they create an appearance of impropriety.

3. **Recusal:** An official or employee must recuse himself when faced with the above-mentioned conflicts. **Recusal Defined:** *Recusal means the official may not discuss, vote or take part in an official matter. The official or employee should disclose their conflict and remove themselves from the board. Nor should they provide input as a member of public audience.*

4. **Town Property and Resources:** No official or employee may use town-owned property, assets or any town resources for personal purposes or profit, or to benefit any another person. Use of these Town resources is for official business only and for the benefit of all residents, and to further an approved public purpose.

5. **Nepotism:** Spouses and family members of a town official or employee may not serve in positions whose duties conflict with the duties of the official or employee.

6. **Gifts:** An official or employee may not ask for a gift, nor receive a gift, whether money or any other form, from anyone who is doing or seeking to do business with the town. This includes applications for permits or approvals. Nor should an official or employee give the appearance that his duties may be influenced or swayed by a gift or money

7. **Representation:** An official or employee shall not represent a person in any matter before a town board. Public Officer Law 805-a.

8. **Confidential Information:** An official or employee, or former official, may not disclose confidential information or use it to further his private interests

9. **Subordinates:** No official or employee shall ask for political donations from other employees or request they attend political functions or engage in any political activity.

10. **Incompatible Positions:** An official or employee is prohibited from:
a. Holding more than one position with the town when one is subordinate to their other.
b. Holding more than one position with the town when the duties of the positions conflict.