



TOWN OF LEWIS

CODE OF ETHICS

I Code of Ethics

The intent of this code is to prohibit any public official or employee from having interests, from engaging in business activities, and from incurring any obligations which is in substantial conflict with the proper discharge of his/her duties in the public interest.

1. Definitions

The term "Town" shall mean any board, commission, district, council or other agency, department or unit of the government of the Town of Lewis. The term "Town Employee" shall mean any officer, official, or employee of the Town of Lewis whether paid or unpaid, whether serving in a full-time, part-time or advisory capacity.

2. 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 proper discharge of his/her duties in the public interest.

3. Recusal

Recusal means that the official may not deliberate, vote or participate in any way in that matter. The official should disclose his/her conflict and remove him/herself from the board. He/she should not provide input regarding the matter from the audience in his/her capacity as a member of the public.

II Standards

- a. No Town employee shall accept other employment which will impair his/her independence of judgment in the exercise of his/her official duties.
- b. No Town employee shall accept employment of, engage in any business or professional activity which will require him/her to disclose confidential information which he/she has gained by reason of his/her official position or authority.

- c. No Town employee shall use or attempt to use his/her official position to secure unwarranted privileges or exemptions for him/herself or others.
- d. No Town employee shall engage in any transaction as representative or agent of the Town with any business entity in which he/she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his/her official duties.
- e. Town employee shall not by his/her conduct give reasonable basis for the impression that any person can improperly influence him/her or unduly enjoy his/her favor in the performance of his/her official duties, or that he/she is affected by the kinship, rank, position or influence of any party or person.
- f. Each Town employee shall abstain from making personal investments in enterprises which he/she has reason to believe may be directly involved in decisions to be made by him/her or which will otherwise create substantial conflict between his/her duty in the public interest and his/her private interest.
- g. Each Town employee shall endeavor to pursue a course of conduct which will not raise suspicion among the public that he/she is likely to be engaged in acts that are in violation of his/her trust.
- h. No Town employee employed on a full-time basis nor any firm or association of which such employee is a member nor corporation a substantial portion of the stock of which is owned or controlled directly or indirectly by such employee, shall sell goods or services to any person, firm, corporation or association which is licensed or whose rates are fixed by the Town in which such employee serves or is employed.
- i. Each Town employee shall, to the extent that he/she is cognizant thereof, disclose any interest he/she may have in legislation or other official matters pending before the Town Board.
- j. No employee may use town-owned property, assets or any resources for personal purposes or profit or to benefit any person.
- k. Spouses and other family members of the municipal official may not serve in positions whose duties conflict or appear to conflict within the duties of the official. They may not serve on a commission, board or body of which the official is a member.
- l. No official shall solicit political contributions from subordinates or request that they attend political functions or engage in any political activity.
- m. An official or former official may not disclose confidential information or use it to further his/her or another persons private interests or in any way utilize the information for non-public purposes.
- n. No official who has left municipal service shall appear before or receive compensation in

a matter before the Town of Lewis for a period of 1 year after departure. The official is permanently barred from appearing or receiving compensation regarding a matter he/she was personally involved in as a town official.

4. Violations

In addition to any penalty contained in any other provision of law, any such Town employee who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment in the manner provided by law.

Exceptions to the above include the following:

- a. The acceptance of meals of nominal value on infrequent occasions in the ordinary course of business meetings.
- b. The acceptance of loans from banks, or other financial institutions on normal terms to finance proper and usual activities; e.g. home mortgage, automobile purchase, etc.
- c. The acceptance of unsolicited promotional goods such as pens, pencils, notepads, and calendars as long as such material do not exceed a retail value of \$25.00.

This policy was reviewed by the Lewis Town Board in April 2008.

Changes were approved at the June regular board meeting.