

CODE OF ETHICS

PROHIBITED ACTIVITIES

It is the policy of the Town of Columbia that all officers and employees must avoid conflict or potential conflicts of interest. A conflict or a potential conflict exists whenever an officer or employee has an interest, direct or indirect, which conflicts with their duty to the Town or which could adversely affect an individual's judgment in the discharge of his or her responsibilities. No officer or employee shall:

1. Take action or participate in any manner whatsoever in his or her official capacity in the discussion, negotiation or the awarding of any contract or in any business or professional dealings with the Town of Columbia or any agency thereof in which the official or employee has or will have an interest, direct or indirect, in such contract or professional dealings.
2. Engage in, solicit, negotiate for or promise to accept private employment or render services for his or her personal benefit when such employment or service creates a conflict or impairs the proper discharge of his or her official duties.
3. Solicit, directly or indirectly, any gifts, receive or accept any gift having the value of seventy-five (\$75.00) dollars or more, whether in the form of money, services, loans, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could be reasonably inferred that the gift was intended to influence him or her, or could reasonably be expected to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.
4. Disclose confidential financial information acquired in the course of his or her official duties or use such information to further his or her personal interest.
5. Take action on a matter before the Town or any instrumentality thereof when to his or her knowledge, the performance of that action would provide a pecuniary or material benefit to himself or herself.

DISCLOSURE OF INTEREST

1. Any officer or employee who has, will have or intends to acquire a direct or indirect interest in any matter being considered by the Town of Columbia or by any other official, board, agency, officer or employee of the Town of Columbia, and who participates in the discussion before or who gives an opinion or gives advice to any board, agency or individual considering the same, shall publicly disclose on official record the nature and the extent of such interest.
2. Any officer or employee of the Town of Columbia who has knowledge of any matter being considered by any board, agency, officer or employee of the Town of Columbia in which matter he or she has or will have or intend to acquire any direct or indirect interest shall be required immediately to disclose in writing his or her interest to such board, agency, officer or employee, and the nature and the extent thereof, to the degree, that such disclosure gives substantial notice of any potential conflict of interest.

Every official and employee is required to attest each year that he or she has reviewed the Code of Ethics. Department heads should deliver to each new employee a copy of the Code of Ethics. The new employee should sign and deliver the Attestation Form to the department head before commencing work.

ATTESTATION FORM

The undersigned attests that he/she has, during the current year, received a copy of the Code of Ethics and Disclosure of Interest requirements of the Town of Columbia.

Dated: _____

Signature

