306 *Code of Ethics*

Policy Statement – Pursuant to the provisions of Section 806 of the General Municipal Law, the Town Board of the Town of Long Lake recognizes that there are rules of ethical conduct for Elected Officials and employees which must be observed if a high degree of moral conduct is to be obtained and 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 officers and employees of the Town of Long Lake. These rules shall serve as a guide for official conduct of the officers and employees of the Town of Long Lake. The rules of ethical conduct of the Code of Ethics as adopted, shall not conflict with, but shall be in addition to prohibition of Article 18 of the General Municipal Law or any other general or special law pertaining to ethical conduct and interest in contracts of municipal officers and employees.

Definitions – For the purpose of the Town of Long Lake's Code of Ethics, the following terms shall have the meanings indicated:

- **Municipal Officer or Employee** means an officer or employee of the Town of Long Lake, whether paid or unpaid, including members of any administrative board, commission or other agency thereof. No person will be deemed to be a municipal officer or employee solely by reason of being a volunteer firefighter or civil defense volunteer, except a chief engineer or assistant chief engineer.

- **Interest** means a pecuniary or material benefit accruing to an officer or employee, unless the context otherwise requires.

Standards of Conduct – Every officer or employee of the Town of Long Lake shall be subject to and abide by the following standards of conduct:

a. **Gifts** - An officer or employee shall not solicit any gift or accept or receive any gift having a value of twenty-five dollars or more, whether in the sum of money, services, loan, travel, entertainment, hospitality, thing or promise or any other form, under circumstances in which it could reasonably be inferred that such gift was intended to influence the officer or employee or could reasonably be expected to influence the officer or employee in the performance of official duties or was intended as a reward for any official action on the officer's or employee's part.

b. **Confidential information** - An officer or employee shall not disclose confidential information acquired in the course of official duties or use such information to further personal interest.

c. **Representation before one's own agency** - An individual shall not receive or enter into any agreement, express or implied, for compensation for services to be performed in relation to any matter before municipal agency of which the individual is an officer, member or employee, or of any municipal agency over which the individual has jurisdiction or to which the individual has the power to appoint any member, officer or employee.

d. **Representation before any agency for a contingent fee** - An officer or employee 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 the Town, whereby the officer's or employee's compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this provision shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.

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

f. **Investments which conflict with official duties** - An officer or employee shall not invest or hold any investment, directly or indirectly in any financial, business, commercial, or other private transaction which creates a conflict with the officer's or employee's official duties.

g. **Private employment** - An officer or employee 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 the officer's or employee's official duties.

h. **Future employment** - An officer or employee shall not, after the termination of service or employment with the Town, appear before any board or agency of the Town of Long Lake in relation to any case, proceeding or application in which the officer or employee personally participated during the period of service or employment or which was under the officer's or employee's active consideration.

Reservations – Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the Town of Long Lake, or any agency thereof on behalf of himself or herself or any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Distribution and Posting of Code – Each officer and employee elected or appointed to Town service shall be furnished a copy before entering upon the duties of the officer's or employee's office or employment.

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 provided by law.