

TOWN OF LAURENS ETHICS POLICY

The Town of Laurens is dependent on the trust of its community to successfully achieve its mission. Therefore, it is crucial that all Board members and employees conduct business on behalf of the Town with the highest level of integrity avoiding any impropriety or the appearance of impropriety.

Guiding Principals:

- A. Board members and employees should uphold the integrity of the Town of Laurens and should perform their duties impartially and diligently.

- B. Board members and employees should not engage in discrimination of any kind including that based on race, class, ethnicity, religion, sex, sexual orientation, or belief system.

- C. Board members and employees should avoid situations in which their personal interests, activities or financial affairs are, or are likely to be perceived as being in conflict with the best interests of the Town of Laurens.

- D. Board members and employees should avoid having interests that may reasonably bring into question their position in a fair, impartial and objective manner.

- E. Board members and employees should not knowingly act in any way that would reasonably be expected to create an impression among the public that they are engaged in conduct that violates their trust as Board members or employees.

- F. Board members and employees should not use or attempt to use their position with the Town to obtain unwarranted privileges or advantages for themselves or others.

- G. Board members and employees should not be swayed by

partisan interests, public pressure, or fear of criticism.

H. Board members and employees should not denigrate the organization or fellow Board members or employees in any public arena.

Compliance:

If any Board member or the Town Supervisor appears to be in conflict of the "Guiding Principals" above, he or she will be asked to meet with the Town Board to discuss the issue and take action to correct the issue according to state and civil service laws. Employees who are or appear to be in conflict with the "Guiding Principals" will be asked to meet with the Town Supervisor who will make a determination as to discipline or termination based on his or her findings and in accordance with state and civil service laws.

EMPLOYEES CONFLICT OF INTEREST POLICY

This policy establishes conflict of interest guidelines that pertain to all employees.

The observance of high ethical standards by employees is essential to the conduct of Town of Laurens business. Employees hold their position as a trust, and any effort to realize personal gain through official conduct is a violation of the trust.

Decisions about the Town of Laurens's business and the use or disposition of its property are to be made solely in terms of the benefits to the Town and are not to be influenced by any private profit or other direct or indirect benefit to staff who take part in such decisions.

Examples of prohibited conflicts of interest include, but are not limited to, the following:

A. An employee shall not directly or indirectly receive or agree to receive any payment of expense, compensation, consideration, gift, contest prize, reward, gratuity, favor, service, or promise of future employment or other future benefit from any source except the Town of Laurens for any activity related to the duties and/or activities of the employee as a staff member, including outside training activities.

B. However, acceptance of any of the following shall not be a violation of this rule:

1. advertising gifts of minimal value (not to exceed a total value of \$75 dollars per year);
2. mementoes recognizing individual service (i.e. plaque);
3. reimbursement of expenses for travel or meals, not to exceed actual expenses incurred, which are not reimbursed;
4. honoraria or reimbursement of actual employee expenses paid for papers, talks, demonstrations, or appearances approved by the Town of Laurens and made by employees on

their own time for which they are not compensated by the Town but are representing the Town of Laurens shall not be a violation of this rule.

C. An employee shall not enter into business negotiations on behalf of the Town of Laurens directly or indirectly, with close relatives, with members of the employee's immediate household, or with any legal entity owned in any regard by the employee, close relatives of the employee, or members of the employee's immediate household.

D. An employee shall not be retained as or otherwise act as a consultant or contractor by an organization that seeks to do business with the Town of Laurens.

E. An employee shall not disclose proprietary and confidential information, shall not use such information to directly or indirectly further the employee's private interest, and shall not accept outside employment or involvement in any business or activity that would benefit from the disclosure or use of such proprietary and/or confidential information.

Any conflict of interest, potential conflict of interest or appearance of a conflict of interest should be immediately reported in writing by any employee with knowledge of the conflict to the Town Supervisor. The Supervisor will determine an appropriate response following an investigation of the situation.

LAURENS TOWN BOARD CONFLICT OF INTEREST POLICY

In their capacity as the Town Board, the members of the Board (the "Board") of the Town of Laurens must act at all times in the best interests of the Town. The purpose of this policy is to help inform the Board about what constitutes a conflict of interest, assist the Board in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below.

1. Board members have fiduciary duty to conduct themselves without conflict to the interests of the Town of Laurens. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the Town of Laurens.
2. A conflict of interest is a transaction or relationship which presents or may present a conflict between a Board member's obligations to the Town and the Board member's personal, business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to the Town. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board members with the interested Board member(s) recused from participating in debates and voting on the matter – are required.
4. All actual and potential conflicts of interests shall be disclosed by Board members to the Town Board whenever a conflict arises. The disinterested members of the Town Board shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any).