

# **TOWN OF NEW HAVEN**

## **CODE OF ETHICS**

This Code of Ethics shall apply to all officers and employees of the Town of New Haven (the Town). These policies shall serve as a guide for official conduct and are intended to Enhance the ethical and professional performance of the Town's officers and employees And to preserve public confidence in the Town's mission.

### **Responsibility of officers and employees**

1. Officers and employees shall perform their duties with transparency, without favor and Refrain from engaging in outside matters of financial or personal interest, including Other employment, that could impair independence of judgment, or prevent the proper Exercise of one's official duties.
2. Officers and employees shall not directly or indirectly, make, advise, or assist any Person to make any financial investment based upon information available through The officer's or employee's official position that could create any conflict between Their public duties and interests and their private interests.
3. Officer's and employees shall not accept or receive any gift or gratuities where the Circumstances would permit the inference that: (a) the gift is intended to influence the Individual in the performance of official business or (b) the gift constitutes a tip, Reward, or sign of appreciation for any official act by the individual. Gifts could be Presented in the form of financial payments, services, loans, travel, reimbursement, Entertainment, hospitality, thing or promise from any entity doing business with or Before the Town.
4. Officers and employees shall not use or attempt to use their official position with the Town to secure unwarranted privileges for themselves, members of their family or Others, including employment with the Town or contracts for materials or services With the Town.
5. Officers and employees must conduct themselves at all times in a manner that avoids Appearance that they can be improperly or unduly influenced, that they could be Affected by the position of or relationship with any other party, or that they are acting In violation of their public trust.
6. Officers and employees may not engage in any official transaction with an outside Entity in which they have a direct or indirect financial interest that may reasonably Conflict with the proper discharge of their official duties.
7. Officers and employees shall manage all matters within the scope of the Town's Mission independent of any other affiliations or employment. Officers, including

Ex officio board member's and employees employed by more than one government shall strive to fulfill their professional responsibility to the Town without bias and shall Support the Town's mission to the fullest.

8. Officers and employees shall not use Town property or resources or disclose Information acquired in the course of their official duties in a manner inconsistent With State or local law and the Town's mission and goals.
9. If any officer or employee is in doubt as to the ethics of a certain action, such officer or Employee should seek the opinion of the New Haven Town Board by reducing the Circumstances and /or question to writing and present such writing to the Town Board's review and opinion.

#### **Implementation of code of ethics**

A copy of this Code of Ethics shall be provided to all officers and employees and upon commencement of employment or appointment. The Town Clerk shall maintain a log book to be signed by such officer and employee acknowledging their receipt of a copy of this code. This code shall be reviewed annually by the Town Board of the Town of New Haven.

Approved by the New Haven Town Board

On January 14 2010

**Town of New Haven**

**Acknowledgment of the Code of Ethics**

**I hereby acknowledge a receipt of a copy of the New Haven Code of Ethics.**

**Signature Required and returned to Supervisor**

\_\_\_\_\_ **Date** \_\_\_\_\_