

**Hebron Code of Ethics**  
**Effective August 1, 2010**

**I. Persons Governed by this Code:** This code shall apply to all Town officials, officers (and employees), whether elected and/or appointed, including members of boards, commissions, and committees, full time or part time, paid or unpaid and shall hereinafter be referred to collectively as “persons governed by this code.”

**II. Purpose:**

Public office is a public trust. The trust of the public is essential for government to function effectively. Policy developed by government officials and (employees) affects every citizen of the town, and it must be based upon honest and fair deliberations and decisions. This process must be free from threats, favoritism, undue influence and all forms of impropriety so that the confidence of the public is not eroded. By enacting this Code, the Town of Hebron seeks to avoid any loss of trust and to maintain and increase the confidence of our citizens in the integrity, fairness and transparency of their government.

Persons governed by this Code should strive to conduct themselves in a professional, courteous, honest manner and otherwise according to the highest moral and personal standards of integrity, such that their behavior reflects favorably upon themselves and the Town of Hebron.

**III. Definitions:**

As used in this document, the following listed words and phrases shall have these specific meanings:

**Code:** This “Code of Ethics” as adopted by the Town of Hebron on August 1, 2010, and as amended from time to time.

**Conflict of Interest:** A conflict between one’s obligation to the public good and one’s self-interest.

**Financial Interest:** Any monetary benefit accruing to persons governed by this code that is not equally available to the general public.

**Gift:** Anything having value whether in the form of service, loan, tangible property, promise or any other form. However a gift shall not include political contributions made in accordance with campaign financing regulations; nor tokens of appreciation, recognition or other incidental gratuities not exceeding \$100 per year.

**Immediate Family:** Includes spouse/domestic partner, siblings of either, child(ren), parents, and any individual residing in the same household.

**Independent Contractor:** Any general contractor, subcontractor, consultant, person, firm, corporation, vendor or organization currently providing or formally providing, goods or services to the Town of Hebron in exchange for compensation.

**Gender:** Masculine shall include the feminine and the feminine shall include the masculine.

**Personal Interest:** Any non-monetary benefit, special consideration, treatment or advantage accruing to persons governed by this Code which is not equally available to the general public.

**Singular and Plural:** Singular shall include the plural and the plural shall include the singular unless the context otherwise requires.

#### **IV. Conflicts of Interest:**

No person governed by this code shall use his position or office for the financial or personal interest of himself, a business with which he is associated, an individual with which he is associated or a member of his immediate family.

No person governed by this code shall engage in or participate in any business or transaction, including outside employment with a private business, or have an interest, direct or indirect, that is incompatible with the proper discharge of his official responsibilities in the public interest or that would tend to impair his independent judgment or action in the performance of his official responsibilities.

No person governed by this code or a business with which he is associated or member of his immediate family shall enter into a contract with the Town of Hebron unless it is awarded through a process of public notice and/or competitive bidding.

No person governed by this code or independent contractor shall knowingly counsel, authorize or otherwise sanction action that violates any provision of this code.

#### **V. Disclosure and Recusal:**

A person governed by this code shall refrain from participating on behalf of the Town of Hebron in any matter pending before any agency of the town if he, a business with which he is associated, an individual with whom he is associated or a member of his immediate family has a financial or personal interest in that matter and such interest is not shared by a substantial segment of the town's population.

If such participation is within the scope of said person's official responsibility, he shall be required to provide written disclosure, that sets forth the nature and extent of such interest to the town clerk, and this disclosure shall be included in the official record of all proceedings on this matter.

Notwithstanding the prohibition outlined above, a person governed by this code may vote or otherwise participate in a matter that involves a determination of general policy if said person's interest in the matter is shared with a substantial segment of the population of the Town of Hebron.

No person governed by this code shall appear on behalf of private interests before any agency of the town, nor shall he represent private interests in any action, proceeding or litigation against the town.

Nothing contained in this code shall prohibit or restrict a person governed by this code from appearing before any agency of the Town of Hebron on his own behalf, or from being a party in any action, proceeding or litigation brought by or against such person to which the Town is also a party.

For a period of one (1) year after termination of service to the Town of Hebron, no former (public employee) or public official who participated in the negotiation or award of a town contract valued in excess of \$25,000 shall accept employment with, appear on behalf of, or represent any private interest concerning matters related to this same contract.

#### **VI. Gifts:**

No person governed by this code or member of such individual's immediate family or business with which he is associated shall solicit or accept any gift that could reasonably be expected to influence or create an appearance of influencing the actions or judgment of such person.

If a prohibited gift is offered to a person governed by this code, he shall refuse it, return it, pay the donor the market value of the gift or donate it to a nonprofit organization provided he does not take the corresponding tax write-off. Alternatively, such prohibited gift may be considered a gift to the Town of Hebron provided it remains in the Town's possession.

**VII. Use of Town Assets:**

No person governed by this code or independent contractor shall request or permit the use of town funds or services, Town owned or leased vehicles, equipment, facilities, materials or property for personal convenience or profit, except when such assets and services are available to the public generally or are provided as Town policy for the use of persons governed by this code in the conduct of official business.

**VIII. Use of Confidential Information:**

No person governed by this code, former employee or independent contractor shall disclose confidential information concerning Town affairs, nor shall such persons governed by this code use this information for the personal or financial interests of themselves or others.

**IX. Severability:**

If a specific section of this Code is found to be invalid by a state or federal court or agency having jurisdiction only that specific section of the Code shall be deemed invalid. The rest of the Code shall remain in effect.

**X. Distribution of Code of Ethics:**

The Town Clerk shall provide a copy of this Code of Ethics to every town official, employee, board and commission member, persons serving the town or persons doing business with the town. Each public officer or employee elected, appointed or engaged thereafter shall be furnished a copy before entering upon the duties of his office or employment or contract.

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**ACKNOWLEDGEMENT/COMMITMENT FORM**

I hereby acknowledge receiving a copy of the Hebron Code of Ethics, dated \_\_\_\_\_, and I hereby commit to exercising my responsibilities, as a person governed by this code, in accordance with the provisions of the Hebron Code of Ethics.

Oath: I solemnly swear to faithfully perform my duty as a member of the \_\_\_\_\_ to the best of my ability so help me God.

I also understand that this Hebron Ethics Acknowledgement/Commitment Form which I am signing below will be kept in my personnel file or, if not a paid employee, in the Town Clerk's office.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Hebron Ethics Commission - Form #1/Acknowledgement