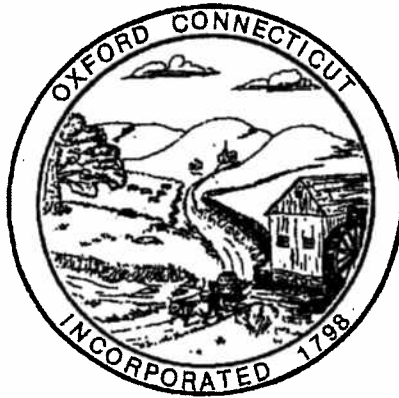


TOWN OF OXFORD



CODE OF ETHICS

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TOWN OF OXFORD, CT
E. E. Miller
TOWN CLERK

TOWN OF OXFORD

ETHICS CODE

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Rules of Administration

DECLARATION OF PURPOSE

The proper and efficient operation of democratic government requires that public officials, employees and other persons involved in the governmental process, and in services rendered by government, be independent, impartial and responsible to the people; that governmental decisions and policy be made in the proper channels of the government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government; that all officials and employees of the Town shall carry out the objectives expressed by the electorate and the programs and policies developed to attain these objectives. In recognition of these goals this Code of Ethics is established with the purpose of setting forth guide lines, standards and limitations consistent with the best interests of the Town of Oxford. Public interest must be the primary concern of those included within the scope of this Code.

1.1 INCLUSION

As used in this Code, those persons, hereinafter referred to as "Official" and/or "Employees" bound by this Code and the following terms shall have the following meaning:

- 1.1.1 Elected or appointed officials of the Town, either paid or unpaid.
- 1.1.2 Elected members and alternates of all Boards, Commissions.
- 1.1.3 Appointed members and alternates of all Boards and Commissions, Committees and Authorities, herein after referred to as "Boards and Commissions" and Town supported public services.
- 1.1.4 Employees, which included paid consultants of the Town and of all Boards, Commissions, Committees and Authorities, including the Board of Education and of all governmental bodies created under the provisions of Town or State Statutes' authority.
- 1.1.5 Organizations or persons that provide Town sponsored services to the public.
- 1.1.6 "Interest" shall include private financial benefits and interest other than financial, arising from blood or marriage relationships or close business or political association.
- 1.1.7 "Participating" as used herein shall include the rendering of advise, or recommendation, investigation, approval, disapproval, or otherwise influencing a decision or action.
- 1.1.8 "Confidential" as used herein shall mean personal and financial matters which, if disclosed would be of detrimental interest to the Town and a violation of the trust placed in that person.
- 1.1.9 Words of the masculine gender shall include the feminine.

STANDARDS OF SERVICE

2.1 General

Officials and employees have a special responsibility by virtue of the trust invested in them by the Town's residents to avoid acts or actions incompatible with the discharge of their duties and must act conscientiously, impartially, and to the best of their ability placing the good of the Town above personal or partisan considerations.

2.2 Specific Policy

2.2.1 Officials and employees have an obligation to act morally and honestly in discharging all assigned responsibilities.

2.2.2 Officials and employees will conduct themselves with propriety, discharge their duties impartially and fairly, making continued efforts toward attaining proficiency and maintaining high standards of performance.

2.2.3 Individuals who consent to serve on Town Boards or Commissions are expected to devote the necessary time and effort to complete these commitments.

2.2.4 No official or employee shall use or attempt to use, either directly or indirectly, his or her Town position to secure any preferential right, benefit, advantage or privilege for himself or herself or for others.

2.2.5 Should an official or employee be requested or ordered to perform an illegal act or an act that conflicts with this Code of Ethics that individual should be guided by standards of morality rather than by standards of expediency and should refuse to comply with such a request or order. This principle is not to be construed as encouraging arbitrary or capricious nonconformity with job assignments, but to insure that all Officials and Employees recognize that the responsibility for ethical conduct ultimately rests with each individual.

3.0 THE USE OF TOWN RESOURCES

3.1 General Statement

Officials and employees often have access to vehicles, equipment, supplies, property, labor and other Town resources in connection with the conduct of their official business. Since there may be instances where the distinction between the use of such resources for official purposes and for personal convenience or advantage may be ambiguous, it is incumbent upon all such individuals to make absolutely certain that there be no misuse of public property.

3.2 Specific Principles

- 3.2.1 Town-owned vehicles, equipment, supplies, telephones, property, labor and other Town resources will be used only for the conduct of official business except when such resources are available to the public generally or the use is publicly disclosed and approved by the Board of Selectmen.
- 3.2.2 The abuse of town property or resources is an unethical practice. Town property which is legitimately placed in the trust of an official or employee will be preserved and cared for to the best of his or her ability.
- 3.2.3 Requests for Town reimbursement for travel, lodgings or any other expenses incurred in connection with nonofficial business, or for family members of officials or employees or others who are not on official business, represents a breach of ethical behavior.

4.0 TREATMENT OF THE PUBLIC

4.1 General Statement

Officials and employees represent the Town to the public and reflect the relationship between the Town and the public. When relating to the community, officials and employees must bear in mind their role as public servants. Everyone deserves to be treated courteously, impartially and fairly.

4.2 Specific Principles

- 4.2.1 Officials and employees will make every reasonable effort to inform the public of its rights to Town services.
- 4.2.2 Officials and employees will treat the public with tact and courtesy and give proper and expeditious consideration to the public's needs. They must exercise self-restraint even when stressful situations arise. However, officials and employees do have the right to express their views firmly and clearly.
- 4.2.3 Should an official or employee be requested to perform an unethical act it must be declined, with proper explanation.
- 4.2.4 Officials and employees will refrain from granting preferential treatment to any person.
- 4.2.5 While this section deals with the treatment of the public by officials and employees, the relationship between the former and the latter is recognized to be a two-way interaction. It is, therefore, urged that the public also conduct itself with the same propriety expected of Town officials and employees.

5.0 CONFLICT OF INTEREST

5.1 General Statement

Officials and employees often have occupations, professions, businesses, or have financial or personal interests, that relate to or interface with Town operation and government. It is expected that officials and employees will be acutely sensitive to possible conflict of interest issues and that they will conduct themselves in a manner that will scrupulously avoid any conflict of interest.

5.2 Specific Principles

- 5.2.1 Officials and employees shall not use their office or Town employment or special knowledge about Town affairs obtained in connection with their office or position in the Town to procure contracts with the Town. Also, they shall not disseminate this information to another person for personal advantage unless this information is available to the general public.
- 5.2.2 Officials and employees shall not offer or render preferential treatment to others on the basis of such factors as family ties, financial interests, friendship or political consideration.
- 5.2.3 Officials and employees shall not offer or render preferential treatment to others in regard to Town contracts on the basis of such factors as family ties, financial interest, friendship or political considerations.
- 5.2.4 Officials and employees shall refrain from attempting to influence anyone concerning the awarding of Town contracts on the basis of such factors as their business, family or political relationship with any of the individuals involved.
- 5.2.5 Officials and employees shall not engage in any business or transaction, or have an interest, direct or indirect, which is incompatible with the proper discharge of their official duties in the public interest or would tend to impair their independent judgement or action in the performance of their official duties.
- 5.2.6 An official or employee who has any financial or other private interest in any official action under consideration shall disqualify himself or herself and physically step down and join the group of citizens during such deliberation and decision-making.
- 5.2.7 No employee of the Town shall be appointed or elected to any board, commission or other Town body which shall deliberate and/or make decisions directly or indirectly affecting that employee's remuneration or working conditions.

6.0 DISCLOSURE OF CONFIDENTIAL INFORMATION

6.1 General Statement

Because of their position in Town administration, officials and employees have access to information that may not be in the public domain. A delicate balance exists between the public right to know about Town affairs and the actions of elected and appointed officials and officers on the one hand, and the rights of the individual to privacy with respect to matters that are not in the public domain on the other hand. Additionally, during the course of certain preliminary procedures, such as Town negotiations with bargaining groups, the premature disclosure of specific positions would be detrimental to the public interest. Such information as cited above is confidential. Confidential information is any information not in the public record and which is obtained only by reason of an official's or employee's position. Therefore, the interests of the public, the Town, and the individual must all be preserved and maintained in proper harmony with one another.

6.2 Specific Principles

6.2.1 No official or employee shall, without prior formal authorization of the public body having jurisdiction, disclose any confidential information or divulge personal matters pertaining to others that do not bear upon the official's or employee's discharge of official duties.

6.2.2 Whether or not it shall involve disclosure, no official or employee shall use or permit the use of confidential information to advance his or her financial or personal interest or to advance or to damage the financial or personal interest of any other person.

7.0 GIFTS, GRATUITIES, AND FAVORS

7.1 General Statement

Officials and employees, because of their positions in Town, may be offered gifts, loans or privileges in the expectation of influencing their actions and/or decisions in favor of the giver. Such offerings, if they can in any way be interpreted as bribes, should not be accepted by any Town official or employee.

7.2 Specific Principles

7.2.1 Officials and employees shall not solicit or accept any substantial gift, whether in the form of a service, loan, thing, or promise, from any person, firm, or corporation, which to his or her knowledge is interested in business dealings with the Town.

7.2.2 Officials and employees shall not accept gifts, loans, or privileges offered them because of their positions in Town in the expectation of influencing their actions or decisions.

- 7.2.3 Officials and employees shall not give preferential treatment in response to gifts, loans or privileges offered to family or business associates.
- 7.2.4 Principles 7.2.1, 7.2.2, and 7.2.3 do not preclude the acceptance of gifts at the time of retirement or at public occasions held to honor an official or employee. The public honoring of an individual makes gifts appropriate and acceptable.
- 7.2.5 If it is impossible or inappropriate to refuse a substantial gift or offering, then it shall be turned over to an appropriate public or charitable institution.
- 7.2.6 The courtesies that are associated with the normal daily business routine are not disallowed.

8.0 NON-DISCRIMINATION

- 8.1 Officials and employees shall not discriminate or favor any individual or cause based solely upon race, color, creed, sex, age or political affiliation as stated in the 9/13/76, Town of Oxford, Equal Opportunity Resolution.

9.0 EMPLOYMENT INCOMPATIBLE WITH TOWN DUTIES

9.1 General Statement

Unpaid Officials normally have regular full time employment and Town Employees may have employment in addition to their employment by the Town. Town officials and Town employees have a responsibility to perform their Town duties as well as their non-municipal employment duties and must feel capable of handling both without either employment suffering.

9.2 Specific Principles

- 9.2.1 No official or employee shall engage in or accept private or other public employment or render services for private interests when such employment or services are incompatible with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of Town duties.
- 9.2.2 Officials and employees shall disqualify themselves from all discussions, attempts at influencing the views of others, and decision-making with respect to any issue in which their non-municipal employment may conflict with their Town position.

10.0 POLITICAL ACTIVITIES

10.1 General Statement

All officials and employees are free to engage in political activity to the widest extent consistent with the proper discharge of their official Town duties and fair and equal treatment of all townspeople. The achievement of this objective does, however, require certain limitations.

10.2 Special Principles

10.2.1 Officials and employees shall not allow partisan political activities to interfere with the proper discharge of their official duties.

10.2.2 No official or employee shall be ordered to participate in political activities.

10.2.3 Officials and employees shall not use Town telephones for pure political use to the extent that it interferes with proper conduct of business and deprives the townspeople of access to services.

11.0 BOARD OF ETHICS

11.1 There is hereby created a Board of Ethics which shall be charged with the administration of the Code of Ethics

11.2 The Board of Selectmen are authorized to establish and/or appoint a Board of Ethics to consist of not less than seven members.

The terms of the Board of Ethics are to be one member for one year, two members for two years, two members for three years, and two members for four years respectively, and to become four year terms thereafter. Each member shall serve until his successor has been appointed.

11.3 The Board shall promulgate and adopt reasonable rules and regulations for the administration of its proceedings. The rules and regulations so promulgated and all amendments thereto shall be made available at the office of the Town Clerk to any elector of the Town.

11.4 The Board shall receive complaints of any violations of the Code of Ethics and shall, upon receipt of such complaint, investigate the same, and may hold private hearings thereon if deemed necessary in the opinion of the majority of the Board, said complaint submitted to the Board must be in writing and signed by the individual making said complaint.

The Board will issue a written reply to all such complaints. Upon receiving such complaint, the Board shall privately notify the person against whom complaint has been filed, advising the concerned party of the specific nature of the complaint made and being investigated by the Board. Upon receipt of said notice from the Board, the party so notified that a complaint has been filed against him shall have the right to demand a public or private hearing by the Board. In the event the Board decides that a hearing is required, or the person whose conduct is being called into question demands a hearing, said hearing shall afford the person whose conduct is called into question the right to cross-examine anyone testifying against him or meet or answer any complaint made of his conduct, and to present evidence in his own behalf. No hearing, however, may be conducted with less than four (4) members of the Board in attendance.

- 11.5 If the Board of Ethics shall receive complaints against any official or employee of the Town, the investigation and disposition of which have been delegated to other Boards of Commissions created by Town Ordinance or State Statutes, then in that event the Board of Ethics shall forward the complaint received to the appropriate Board or Commission to which such complaints are forwarded shall thereafter notify the Board of Ethics of the disposition made of said complaint, and the Board of Ethics shall review said disposition.
- 11.6 The Board of Ethics shall report to the Board of Selectmen its findings as to whether or not a violation of the Code of Ethics has occurred, together with recommendations as to the disposition to be made. The Board of Selectmen shall thereupon take such action as they may deem appropriate or take action in accordance with the provisions of the Town Ordinances or State Statutes. In addition, the Board of Selectmen may make public its findings and opinions with such deletions as may be justified, necessary, or desirable.
- 11.7 The Board of Ethics may upon the written request of any official or employee, or resident of the Town, or upon its own initiative render written advisory opinions concerning any matters relating to the Code of Ethics.
- 11.8 All opinions and recommendations of the Board of Ethics, whether advisory or the result of a complaint, shall be kept on file with the Board of Ethics and Town Clerk's office.
- 11.9 Hypothetical situations shall not be reviewed by the Board of Ethics.

12.0 SAVINGS CLAUSE

- 12.1 Should any provision of this Code of Ethics conflict with any provisions of Federal Law or the State of Connecticut General Statutes; in such event the provisions of the Federal Law or the State of Connecticut General Statutes shall prevail.

13.0 AMENDMENTS

- 13.1 This Code of Ethics may be amended only by ordinance, as provided by law, or as otherwise provided by local resolution.

14.0 EFFECTIVE DATE

14.1 The effective date of this CODE OF ETHICS IS 8/15/77.

BOARD OF SELECTMEN

- 1. J. Richard Untied, First Selectman
- 2. Margaret Costello, Selectman
- 3. Robert A. DeBisschop, Selectman

15.0 AMENDED EFFECTIVE DATE

15.1 The First Amended Date of this CODE OF ETHICS is 12/20/78

BOARD OF SELECTMEN

- 1. William J. Stakum, First Selectman
- 2. Gerald V. Davino, Selectman
- 3. Margaret Costello, Selectman

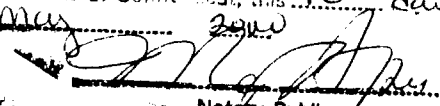
15.2 The Second Amended Date of this CODE OF ETHICS is 10/20/82

15.3 Revised in appearance only with approval of Town Counsel 4/20/2000

I hereby certify that this is a true and accurate copy of the Code Of Ethics as amended 10/20/82 and that it has been revised in appearance only.

Beverly Hanna
Beverly Hanna, Administrative Assistant

5/10/00
Date

Subscribed & sworn to before me
 Public, in and for the County of Oxford
 and State of Connecticut, this 10 day
May 2000

 Notary Public
 My Comm. Exp. 4/30/2001

RULES OF ADMINISTRATION OF THE OXFORD BOARD OF ETHICS

1. Membership

- a) The Board of Ethics shall be composed of seven (7) members who are appointed by the Board of Selectmen. See Section 12.2 of the Code of Ethics for the details of length of term and restrictions of membership.
- b) In the event a member vacates a position during his term such vacancy shall be filled by appointment of the Board of Selectmen to complete the remainder of the term.

2. Officers

The Officers of the Board shall be a Chairman, Vice-Chairman and Secretary.

- a) The Chairman shall preside at meetings and public and private hearings. The Chairman shall make or have made copies of all correspondence directed to the Board of Ethics at Town Hall or at their homes and forward these to all members of the Board either by mail, when time permits, or notify members to pick up their copies at Town Hall.
- b) The Vice-Chairman shall perform the duties of the Chairman in the event of the Chairman's absence, death, resignation or inability for any other reason to act.
- c) The Secretary shall be responsible for taking of minutes at all meetings and hearings, typing and filing of the same, giving notices and other secretarial services for the Board.
- d) All Officers shall serve for a term of one (1) year and a majority of four (4) votes is required to elect officers.

3. Meetings

- a) The Board shall hold an annual meeting on the first Monday in the month of December for the election of officers and special meetings at such other times as called by the Chairman or by a majority of the Board.
- b) Notice of the annual meeting and special meeting shall be given to members in writing as far as is practicable, but in the event of an emergency notice may be given to members verbally.

4. Quorums

The continued presence of four (4) members shall be required to conduct any meetings or to consider, hear and act upon any phase of any complaint or investigation concerning the application of the Code of Ethics.

5. Complaint Procedure

- a) All complaints concerning alleged violations of the Code of Ethics shall be made to the Board in writing, stating the alleged violation, the applicable code section(s), and be signed by the complainant and notarized on forms to be made available by the Board at the Town Clerk's Office. A copy of the complaint form being attached hereto and made a part hereof.
- b) Upon the filing of a complaint with the Board, the Board shall hold a special meeting within thirty (30) days from the date of the complaint to receive and investigate the same, and may hold private hearings thereon if in the opinion of the majority of the Board, such complaint warrants a hearing.

- c) Upon receiving such complaint, the Board shall privately notify in writing the person(s) against whom the complaint has been filed, providing a copy of the complaint and of the right to demand a public or private hearing by the Board.
- d) If the Board of Ethics shall receive complaints against any official or employee of the Town, the investigation and disposition of which have been delegated to other Boards or Commissions created by Town Ordinance or State Statutes, then in that event the Board of Ethics shall forward the complaint received to the appropriate Board or Commission.
- e) In the event the Board decides to hold a hearing or the person whose conduct is being called into question demands a hearing, said hearing shall afford both parties the right to be represented by legal counsel, the right to cross-examine anyone testifying against him or her, to meet and answer any complaint made of his or her conduct, and to present witnesses and evidence in his or her own behalf.
- f) No such hearing may be conducted with less than four (4) Board members in attendance.
- g) The Board of Ethics shall report within thirty (30) days of the hearing to the Board of Selectmen its finding as to whether or not a violation of the Code of Ethics has occurred, together with a recommendation as to disposition to be made.
- h) The Board of Ethics shall not render advisory opinions on hypothetical situations.
- i) All opinions and recommendations of the Board of Ethics shall be kept on file with the Board of Ethics and Town Clerk's Office.

6. Confidentiality

While the general public's trust in Officials and Employees is essential to good government, equally important is the protection of the good reputation of those Officials and Employees. To protect the reputations of the innocent from damage by the lodging of baseless charges and to provide a means of correcting errors of judgment without harm to the individual, or to good Town government, confidentiality shall pervade the Board's work.

7. Public Presence

Meetings of the Board of Ethics concerning operating administrative affairs shall be open to the general public.

Meetings or portions of meetings involving specific complaints, investigations or advisory opinions shall not be open to the general public unless the subject of same voluntarily consents that the general public be admitted.

8. Amendment Procedures

The Administration of the Code of Ethics may be amended by the affirmative vote of four (4) members of the Board of Ethics provided that such amendment had been presented to the Board in writing and posted in the Office of the Town Clerk for ten days prior to the final approval. Comments from the public will be allowed before the voting.

Adopted at the February 27, 1978, Board of Ethics meeting. Effective this date.

John W. Fertig, Jr., Chairman
Lydia L. von Wettberg, Secretary

**BOARD OF ETHICS
OXFORD, CONNECTICUT**

The following form is provided by the Board of Ethics to assist you in submitting a written complaint under the Code of Ethics of the Town of Oxford.

PLEASE PRINT OR TYPE ALL INFORMATION REQUESTED.

Name _____ Address _____
_____ of persons submitting
complaint.

Name of the person against whom the complaint is being filed?

Specific nature of complaint. (Please include the relevant sections of the Code of Ethics that you contend have been violated?)

Please use the back of this form and/or attach sheets if additional space is required for you to adequately complete this and/or the following section.

Relevant facts supportive of complaint: _____

Under penalties of perjury, I declare that I have examined this statement and to the best of my knowledge and belief it is true, correct and complete.

Signature of complainant: _____

Date: _____

Sworn and subscribed before me,

Justice of Peace, Notary Public, Commissioner of Superior Court