

SECTION 9: RULES OF CONDUCT

Code Of Ethics

Purpose

As employees and elected officials of the Town of Windsor Locks, we are agents of public purpose and hold office for the benefit of the public. We are bound to uphold the constitution of the United States and the constitution of the State of Connecticut, and to carry out impartially the laws of the nation, state and municipality as well as to foster respect for all government. The purpose of this Code is to establish ethical standards for all employees and elected officials by prohibiting acts or actions that are incompatible with the best interests of the Town and by directing disclosure by employees of private financial or other interests in matters affecting the Town.

Prohibition Against Conflict of Interest

No employee shall engage in any activities which result in a conflict of interest between the duties and responsibilities of his public office and his private affairs, or which are incompatible with the proper discharge of his official duties.

Prohibited Conduct

- 1) No employee or official shall exercise his or her authority where to do so would affect directly his or her financial interest, or would cause his or her vote on the matter to be rendered in a partial or selfish manner. Provided, however, an employee of the Town shall not be prohibited from engaging in those activities related to compensation which could be considered to be a normal function of the employer-employee relationship. (for example, this Code would not prohibit a department head from drafting a proposed budget submission which called for compensation increases for himself and his staff.)
- 2) No employee may accept any gratuity, gift, favor, or promise thereof, nor any promise of future position, from any person, when it is the intent of the official and the person offering the same to influence the employee in the exercise of his judgment on behalf of the Town.
- 3) Employees may use town owned vehicles, equipment, materials, or property for business purposes only. Exceptions to this rule may be appropriate in circumstances when such service is available to the General Public, or when properly authorized by the department head. In the case of a department head, authority may be given by the First Selectmen.
- 4) No employee shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to any other citizen.
- 5) No employee shall without proper authorization disclose confidential information regarding town affairs, except as required by law, nor shall he use such information to advance his private financial interests nor those of others.

Ethics Complaints and Investigations

Step 1: Any public citizen or employee who has a concern about the ethical conduct of an employee or an elected official of the Town of Windsor Locks is encouraged to submit a written complaint to the head of the department where the employee or official works. If the department head is the subject of the ethical concern, then the complaint may be submitted directly to the First Selectman's office.

Step 2: All ethics complaints will be investigated, and in most cases the complaining party will receive a written response within ten (10) days. If the department head can not or will not adjust the matter to the satisfaction of the complaining party, then the written complaint will be immediately forwarded to the First Selectman's office.

Step 3: The First Selectman will review the complaint, investigate as necessary, and will rely in writing to the complaining party within ten (10) days.

Step 4: If the complaining party is not satisfied with the decision of the First Selectman, then the decision may be appealed to the Board of Selectmen. The Board of Selectmen will review the complaint at its first opportunity, and may elect to conduct its own investigation. The Board of Selectmen will notify the complaining party within ten (10) days of their decision.

Non Retaliation

This policy prohibits retaliation against any employee or public citizen who submits an ethics complaint, or who assists in investigating charges. Any employee bringing an ethics complaint or assisting in the investigation of such complaint will not be adversely affected in terms and conditions of employment, nor discriminated against or discharged because of the complaint.

Consequences for Unethical Behavior

Employees who are found to have engaged in activities prohibited by the ethics policy are subject disciplinary action, up to and including immediate termination of employment.