

Declaration

For a truly democratic government to function effectively, public officials, employees and volunteers must be responsible to the citizens of Madison. This requires adherence to the highest level of ethical standards and full compliance with all Town, State and Federal laws. All public officials, employees of the Town and volunteers have a duty to the Town of Madison to be free of influence or personal considerations when conducting Town business with citizens, suppliers, contractors, employees and other Town officials. They should never use their positions for private gain, to advance personal interests, or to obtain special benefits for themselves, family members, friends, or acquaintances.

Purpose

To encourage the highest level of ethical standards in the civic life of the Town by evaluating reports of perceived unethical behavior on the part of a Town employee or official, or any member of a town board, committee or commission.

To strengthen the tradition of good government in the Town by codifying and communicating the requirements of ethical conduct to all concerned.

To serve as a general policy statement that describes the Town's expectations for the ethical behavior and protection of all of its public officials, employees and volunteers. Existing policies, contracts or agreements are not superseded by this policy.

Definitions

Confidential Information is any information concerning the property, business or affairs of the town not available to the general public. This relates to any means of transmission: electronic, written or oral.

Employee is any person receiving a salary, wages or compensation from the town for services rendered.

Official is any person holding elective or appointive town office including members and alternate members of town agencies, boards, and commissions, and committees appointed to oversee the construction or improvement of town facilities, or any other board, commission or agency that exercises legislative or judicial functions or financial authority.

Volunteer is an individual who serves without receiving compensation from the town.

Related person is any person directly related by blood, marriage, civil union or domestic partnership.

Conflict of Interest means an interest, direct or indirect, personal or financial, that is incompatible with the proper discharge of the official's or employee's responsibilities to the commission, department or agency of the town that would tend to impair independent judgment or action in the performance of official responsibilities.

Conduct and Conflict of Interest

Adequate Disclosure

Any elected or appointed official, employee or volunteer of a commission, department or agency of the town, who knowingly has a conflict or potential conflict of interest, shall submit to the Ethics Commission, with a copy to the First Selectman, a written statement concerning the existence and nature of such conflict. Where the conflict or potential conflict concerns a financial interest, the statement should include a description of that interest.

For the purposes of this policy, an official or employee shall be deemed to have a potential conflict or interest in the appointment or hiring of any related persons.

Appointments to boards or commissions shall be made only after potential or perceived conflicts of interest have been examined and resolved. Every effort should be made to achieve a level of transparency that will withstand the scrutiny of the citizens of the town.

No official or employee shall participate in any way in the hearing or decision of a board or commission of which he or she is a member when any matter is under consideration in which he or she has a direct or indirect personal or financial interest, over the public interest. An exception would be contracts or transactions that by their terms and by the substance of their provisions confer the opportunity to realize similar benefits to all persons and or property similarly situated.

The preceding paragraph is not intended to restrict board or commission members from participating in discussions, decisions and votes on matters that affect all town residents, such as approving the town budget and setting the mill rate.

Disclosure of Confidential Information

No official or employee shall disclose or use any confidential information obtained in an official capacity for any purpose.

Gifts and Favors

No official or employee or immediate family member shall place himself/herself under obligation to others by soliciting or accepting any gift or other benefit having a monetary value of more than \$25.00 from any one person who to his or her knowledge has a direct or indirect interest in business dealings with the town or would raise even the appearance of a personal conflict of interest. Frequent giving of gifts or favors, no matter the individual value is to be avoided. Such repetition could be construed as an ethical violation.

Use of Influence

No official or employee shall solicit any favor or business, directly or indirectly, from another official or employee over whom he or she has control or influence with respect to tenure, compensation or assignment of duties.

Use of Town Assets

No official, employee or appointee or any town committee or commission shall request, use or permit the use of town funds, services, property, equipment, owned or leased vehicles or other material for the purposed of personal convenience or on behalf of others, unless the same is permitted to town residents as a matter of course.

Fair and Equal Treatment

No official, employee or appointee of any town committee or commission shall seek or grant any special consideration, treatment or advantage to or for any citizen beyond that which is available to every other citizen.

All officials, employees and volunteers are entitled to work in an environment free of verbal, physical, racial and sexual harassment, discrimination or favoritism. Town officials have the responsibility to provide equal employment opportunities for all individuals and to administer compensation, benefits, policies and practices equitably.

Political Activity

No official, employee or appointee of any town committee or commission shall promise an appointment or the use of his/her influence to obtain an appointment to any municipal position as a reward for any political activity.

Advisory Opinion

Any public official, employee or volunteer who has a question as to the applicability of any provisions of this policy, should request an advisory opinion in writing from the Ethics Commission.

Violation of Policy

Violation of this policy may result in disciplinary action. Any discipline shall be administered by the appropriate authority in compliance with the published personnel policies, contracts and the town charter. The commission shall report any suspected illegal activity to the appropriate authority.

Adopted 11/7/78

Amended 6/15/92

Updated and Adopted by Board of Selectmen February 28, 2011

BOS Bylaws, Governances and Operations

Policy Development and Revisions

It is the intent of the Board of Selectmen to develop polices and put them in writing so that they may serve as guidelines for the conduct of town related activity and for the successful, consistent and efficient functioning of the town.

Policies may be developed or revised as a result of input from a member of the Board of Selectmen, a staff member, a citizen of the town or on behalf of a board or commission. The Board of Selectmen will conduct an orderly and consistent review of the proposed policy or revision prior to any action by the Board. This review will include two or more readings in public session at regular Board of Selectmen meetings. Public hearing(s) may be called if deemed appropriate.

Policies will be developed and revised in conjunction with State Of Connecticut statutes as well as the Town Charter. In addition, any regulatory agencies or federal standards or guidelines will be considered as well.

Adopted: December 4, 2006

Updated and Adopted by Board of Selectmen February 28, 2011