

- Be expected to conduct themselves in a way that enhances their personal safety and that of their fellow employees.
- Be encouraged to cooperate and contribute towards the overall success of the safety program.

**Town of Crawford
Code of Ethics
January 9, 2003**

A resolution establishing standards of conducts for officers and employees of the Town of Crawford.

Be it enacted by the Town Board of the Town of Crawford as follows:

Section 1:

Pursuant to the provisions of section eight hundred six of the general municipal law, the Town Board of the Town of Crawford recognizes that there are rules of ethical conduct for the public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this resolution to promulgate these rules of ethical conduct for the officers and employees of the Town of Crawford. The rules of ethical conduct of this resolution as adopted shall not conflict with, but shall be in addition to any prohibition of article eighteen of the general municipal law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

Section 2 – Definition

- A. “Municipal Officer or Employee” means an officer or employee of the Town of Crawford whether paid or unpaid, including members of any administrative board, commission or other agency thereof. No persons shall be deemed to be a municipal officer or employee by reason of being a volunteer fireman or civil defense volunteer, except a chief or assistant chief engineer.
- B. “Interest” means a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

Section 3 – Standard of Conduct

Every officer or employee of the Town of Crawford shall be subject to and abide by the following standards of conduct:

- A. **Gifts** – He/She shall not directly or indirectly, solicit any gift; or accept or receive any gift having a value of one hundred dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him/her, or could reasonably be expected to

influence him/her, in the performance of his/her official duties or was intended as a reward for any official action on his/her part.

- B. **Confidential Information** – He/she shall not disclose confidential information acquired to further his/her personal interest.
- C. **Representation Before One’s Agency** – He/She shall not receive, or enter into any agreement, express or implied, for compensation for services rendered in relations to any matter before any municipal agency of which he/she has jurisdiction or to which he/she has power to appoint any member, office or employee.
- D. **Representation Before Any Agency for a Contingent Fee** – He/she shall not receive, or enter into any agreement, expressed or implied for compensation for services to be rendered in relation to any matter before any agency of his/her municipality, whereby his/her compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
- E. **Disclosure of Interest on Legislation** – To the extent that he/she knows thereof, a member of the Town Board and any officer or employee of the Town of Crawford, whether paid or unpaid, who participates in the discussion or gives official opinion to the Town Board on any legislation before the Town Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he/she has in such legislation.
- F. **Investments in Conflict With Official Duties** – He/she shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with his/her official duties.
- G. **Private Employment** – He/she shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his official duties.

Section 4

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the Town of Crawford, or any agency thereof on behalf of himself/herself or any member of his/her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Section 5 – Distribution of Code of Ethics

The Supervisor of the Town of Crawford shall cause a copy of this code of ethics to be distributed to every officer and employee of the Town of Crawford within thirty (30) days after the enactment of this resolution. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his office or employment.

Section 6 – Penalties – In addition to any penalty contained in any other provisions of law, any person who shall knowingly and intentionally violate any of the provisions of this code may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

Section 7- Effective Date – This resolution shall take effect immediately upon adoption date.

FORM B
Complaint of Harassment

Date of Complaint: _____

Date of Incident: _____

Complainant: _____

Charged Person(s) _____

Description of Incident: (Attach additional sheets if necessary)

Name(s) of witness(es), if any:

Has the incident been reported before? _____ yes _____ no

If yes, when, to whom, and what was the resolution?

Complaint Received By: _____