

## SECTION 10 ETHICS

***Decision-making as a public employee is not always easy. Town employees have to make decisions each workday that reflect on the Town government. It is important that interactions and communication occur in such a manner that effective service delivery is achieved and a positive impression is left with every customer.***

### **10.1 CONDUCT**

Town employees are expected to discharge their duties conscientiously and to conduct themselves in a manner, both on and off of the job, which will reflect favorably upon the Town government.

1. Each employee shall refrain from any use of his/her official position which is motivated by the desire for private gain for himself/herself or other persons.
2. Each employee shall exercise care in his/her personal financial activities to avoid any appearance of acting on the basis of information obtained in the course of performing his/her Town activities.
3. An employee shall not use his/her Town position in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to the employee or to other persons.
4. An employee shall avoid any action that might result in giving preferential treatment to any organization or person; losing his/her independence or impartiality of action; or affecting adversely the confidence of the public in the integrity of the Town government.
5. An employee who witnesses another employee engaging in an unlawful act on the job shall report the act to his/her supervisor without threat of reprisal.
6. Each employee shall treat confidential matters seriously, using discretion at all times, and being sensitive to and respectful of the needs of the parties involved.
7. The above rules shall supplement and, if in conflict with, be subordinate to general law of this Commonwealth.

### **10.2 GIFTS AND GRATUITIES**

An employee shall not accept gifts, gratuities, or loans from organizations, business concerns, or individuals with whom he/she has official relationships on business of the Town government. These limitations are not intended to prohibit the acceptance of articles of negligible value (\$25 or less) that are distributed generally, nor to prohibit employees from obtaining loans from regular lending institutions.