

POLICY AND PROCEDURES

Subject: Code of Ethics

Section 1. Pursuant to the provisions of the General Municipal Law, the Commissioners of the Elmira Urban Renewal Agency (the "Agency") recognize that there are rules of ethical conduct for 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 policy to promulgate these rules of ethical conduct for the officers and employees of the Agency. These rules shall serve as a guide for official conduct of the officers and employees of the Agency. The rules of ethical conduct of this policy, shall be in addition to any prohibition of Article 18 of the General Municipal Law or any general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

Section 2. Definitions

- (a) "Officer" means an officer or employee of the Elmira Urban Renewal Agency, whether paid or unpaid, including members of any administrative board, commission or other body thereof.
- (b) "Interest" mean a pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

Section 3. Standards of Conduct

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

- (a) **Gifts.** He shall not directly, or indirectly, solicit any gifts; or accept or receive any gift having a value of twenty-five 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 expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part.
- (b) **Confidential Information.** He shall not disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interest.
- (c) **Representation before one's own agency.** He shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is any officer, member or employee or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer or employee.
- (d) **Representation before any agency for a contingent fee.** He shall not receive, or enter into any agreement, express or implied for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his 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 of fees based upon the reasonable value of the services rendered.

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- (e) **Disclosure of Interest in Legislation.** To the extent that he knows thereof, a member of the Agency's Board of Commissioners, any officer or employee of the Agency, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board of Commissioners on any legislation before the Board of Commissioners, shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he has in such legislation.
- (f) **Investments in Conflict with Official Duties.** He shall not invest in or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with his official duties.
- (g) **Private Employment.** He 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.
- (h) **Future Employment.** He shall not, after termination of service or employment with the Agency, appear before any board or agency of the Agency in relation to any case, proceeding application in which he personally participated during the period of his service or employment or which was under his active consideration.

Section 4. Nothing herein shall be deemed to bar or prevent the timely filing by a present or former Agency officer or employee of any claim, account, demand or suit against the Agency on behalf of himself or any member of his 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 Director of this Agency shall cause a copy of this code of ethics to be distributed to every officer and employee of the City within thirty days of its adoption. 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 provision 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.