

**RESOLUTION OF 2012  
TOWN OF MIDDLETOWN  
COUNTY OF DELAWARE  
STATE OF NEW YORK**

**MIDDLETOWN ETHICS POLICY**

**A resolution establishing standards for officers and employees of the Town of Middletown.**

**Be it enacted by the Town Board of the Town of Middletown as follows:**

**Section 1. Title:**

This Policy shall be known as the “Code of Ethics of the Town of Middletown”.

**Section 2. Purpose & Applicability:**

The Middletown Town Board recognizes that there are rules of ethical conduct for public officers and employees that must be observed if public confidence is to be maintained in our unit of local government. It is the purpose of this policy to promulgate rules of ethical conduct for the officers and employees of the Town of Middletown. These rules shall serve as a guide for the official conduct of the officers and employees of the Town of Middletown.

The rules of ethical conduct of this chapter as adopted shall not conflict with, but shall be in addition to, any prohibition of Article 18 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 3. Definitions:**

- a. ‘Employee’ means any person that receives a salary or wage from the Town of Middletown
- b. ‘Family Member’ means parent, stepparent, sibling, stepsibling, spouse, child, stepchild, grandparent, household member or domestic partner of a municipal officer or employee and individuals having any of these relationships to the spouse of the officer or employee.
- c. ‘Interest’ means a direct or indirect monetary, financial or material benefit, but does not include any benefit arising from the provision or receipt of any services generally available to the residents or taxpayers of the municipality or an area of the municipality, or a lawful class of such residents or taxpayers.
- d. ‘Municipality’ means Town of Middletown; the word ‘municipal’ refers to the municipality.

- e. 'Municipal officer or employee' means an officer or employee of the Town of Middletown.
- f. 'Officer' means a person serving as a paid or unpaid official of the Town of Middletown including, but not limited to, elected officers, members of the municipality's governing board, any of its administrative boards (e.g. planning board, ZBA, BAR, library board), commissions, committees, agencies, department heads and others who work in a similar like capacity.

#### **Section 4. Standards of Conduct:**

Ethical behavior and integrity become recognized characteristics of an organization only when they exist in the people who make up the organization. For ethical behavior and integrity to be recognized as hallmarks of the Town government of Middletown, each Town official and employee must be **honest and trustworthy at all times and in all actions.**

For ethics and integrity to be recognized characteristics of Middletown Town government, each Town official and employee must be committed to the following standards of conduct:

- (1) **Honest, open and trustworthy in all relationships.**
- (2) **Reliable and consistent in conduct of assignments and responsibilities; doing what is right rather than expedient.**
- (3) **Objective, constructive, and responsive in work performance.**
- (4) **Truthful, complete and accurate in what is said and done.**
- (5) **Committed to the assignments entrusted to him or her, with accountability for what he or she does and chooses not to do.**
- (6) **Careful and economical in use of all Town resources.**
- (7) **Respect for the work of others, giving credit and refraining from unnecessary criticism.**
- (8) **Freedom from involvement in activities that could compromise the individual, his or her position with the Town, or the Town itself.**

Avoiding even the appearance of impropriety is important to maintaining public confidence in the integrity of Town government. Accordingly, each Town official and employee must be committed to working to earn the confidence of Middletown residents, fellow employees and those doing business with the Town.

#### **Section 5. Prohibited Activities:**

**A. Gifts.** Town officials shall not, directly or indirectly, solicit any gift or accept or receive any gift having a value of **\$25** or more, whether in the form of money, service, 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 official duties or was intended as a reward for any official action on his/her part.

**B. No Town official or employee shall disclose confidential information acquired in the course of his or her official duties, unless required by law, or use such confidential information to further his/her personal, financial or other interest.**

