

# **ENFIELD FIRE DISTRICT NO. 1**

## **ETHICS POLICY**

It is the purpose of this Policy Directive to help guide the Enfield Fire District (EFD) and its members in emphasizing ethics as an approach to everyday business. Public office is a public trust. The trust of the public is essential for government to function effectively. This process must be free of threats, favoritism, undue influence and all forms of impropriety so that the confidence of the public is not eroded. Enfield Fire District (EFD) seeks to avoid any loss of trust and to maintain and increase the confidence of our citizens in the integrity and fairness of their government.

We believe that being a member at any level of the Enfield Fire District is a public trust. The vitality and stability of an organization like ours rely on the public's confidence in the integrity of our members. Whenever the public perceives a conflict between the private interests and the public duties of an appointed government member or staff personnel in a public organization, that confidence is imperiled. Ethics and integrity are the cornerstones of the District's ability to serve the public interest. The EFD has the duty both to provide the citizens they serve with standards by which they may determine whether public duties are being performed and to apprise their employees and members of the behavior which is expected of them while conducting their duties. Our goal is to provide a method of assuring a standard of ethical conduct for the EFD members and employees that is clear, consistent and uniform in its application, and to provide its members and employees with advice and information concerning possible conflicts of interest which might arise in the conduct of their public duties. Further, it requires its members and employees to be independent, impartial, and responsible to the public.

Personal responsibility is important for every member of the District. If mediocrity in ethics is allowed to become the normal operating procedure for a department, then the integrity of the department is compromised.

No member, employee or officer of the District shall:

### **1. Disqualification From Acting on District Business**

a) Engage in any transaction or activity, which is, or would to a reasonable person appear to be, in conflict with or incompatible with the proper discharge of official duties, or which impairs, or would to a reasonable person appear to impair, the member's, officer's or employee's independence of judgment or action in the performance of official duties and fail to disqualify him or herself from official action in those instances where the conflict occurs;

b) Have a financial or other private interest, direct or indirect, personally or through a member of his or her immediate family, in any matter upon which the member, officer or employee is required to act in the discharge of his or her official duties, and fail to disqualify himself or herself from acting or participating;

c) Fail to disqualify himself or herself from acting on any transaction which involves the EFD and any person who is, or at any time within the preceding twelve (12) month period has been a private client of his or hers, or of his or her firm or partnership;

## **2. Improper Use of Official Position**

a) Use his or her official position for a purpose that is, or would to a reasonable person appear to be primarily for the private benefit of the member, officer or employee, rather than primarily for the benefit of the District; or to achieve a private gain or an exemption from duty or responsibility for the member or employee or any other person;

b) Use or permit the use of any person, funds, or property under his or her official control, direction, or custody, or of any EFD funds or EFD property, for a purpose which is, or to a reasonable person would appear to be, for other than a EFD purpose; provided, that nothing will prevent the private use of EFD property which is available on equal terms to the public generally, the use of EFD property in accordance with municipal policy for the conduct of official District business, if in fact the property is used appropriately; or the use of District property for participation of the District or its officials in activities of associations of governments or governmental officials;

c) Except in the course of official duties, assist any person in any EFD transaction where such EFD member or employee's assistance is, or to a reasonable person would appear to be, enhanced by that member or employee's position with the EFD; provided that this subsection; but shall not apply to: any member, officer or employee appearing on his or her own behalf or representing himself or herself as to any matter in which he or she has a proprietary interest, if not otherwise prohibited.

## **3. Accept Gifts or Loans**

Solicit or receive any retainer, gift, loan, entertainment, favor, or other thing of monetary value from any person or entity where the retainer, gift, loan, entertainment, favor, or other thing of monetary value has been solicited, or received or given or, to a reasonable person, would appear to have been solicited, received or given with intent to give or obtain special consideration or influence as to any action by such member or employee in his or her official capacity; provided, that nothing shall prohibit contributions which are solicited or received and reported in accordance with applicable law.

## **4. Disclose Privileged Information**

Disclose or use any privileged or proprietary information gained by reason of his or her official position for a purpose which is for other than a EFD purpose; provided, that nothing shall prohibit the disclosure or use of information which is a matter of public knowledge, or which is available to the public on request.

## **5. Hold Financial or Beneficial Interest in District Transaction**

Regardless of prior disclosure thereof, be beneficially interested, directly or indirectly, in any contract or transaction which may be made by, through or under the supervision of such member, in whole or in part, or which may be made for the benefit of his office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contracts or transaction from any other person beneficially interested therein.