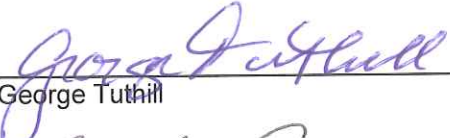


Town of Alexandria

CODE OF ETHICS

Adopted this 5th day of May, 2020.

Alexandria Board of Selectmen



George Tuthill



Robert Piehler



Chet Caron

This policy shall take effect upon its adoption and shall supersede the policy as passed in April 2008 any other previous versions.

Policy Established

1. Public employment and public service are public trusts. It is the policy of the Town of Alexandria to promote and balance the objective of protecting government integrity and the objective of facilitating the recruitment and retention of personnel needed by the town. Such a policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public service, either as an elected official, an employee or appointed member of any town board, committee or commission.
2. The Alexandria Board of Selectmen acknowledges that public confidence in and respect for all employees and officials is fostered and maintained through the fair, impartial, and equal treatment under the law for each citizen and through the avoidance by public officials and employees of real or perceived conflicts between their personal interests and those of the public.
3. Therefore, to achieve the purposes of this Code of Ethics, all town employees and officials shall conduct themselves in accordance with the ethical standards contained herein.

Definitions

As used in this Code, the following terms shall have the meanings indicated:

Town Body: any office, department, council, commission, committee, authority, agency, or board of the Town of Alexandria.

Confidential Information: any legal, contractual, personal or proprietary information that is available to an employee or an official only because of the employee's or official's status with the town and is not a matter of public record; and further, such information as is protected by the NH Right to Know Law and/or other state or federal right-to-privacy statutes.

Employee: any person in the regular employ of the town, whether full or part-time.

Financial Interest: any financial, monetary, economic, commercial or property privilege, profit, gain or advantage retained or to be received by any employee or official or any member of the employee's or official's immediate family. The interest that all town taxpayers share in the honest and prudent conduct of town business shall not, by itself, be considered a "financial interest" for purpose of this Code.

Immediate Family: all persons residing in the same household with an official or employee, and spouses or dependents of the official or employee, whether or not they reside in the same household with the official or employee.

Official: any person elected or appointed to serve on any town body, whether paid or unpaid. Department Heads are "officials" for the purposes of this Code.

Official Decision or Action: any employee's or official's involvement through decisions, approvals, disapprovals, recommendations, preparation of any part of any purchase request or information or data for any public decision, any specification or procurement standard, rendering official advice, investigation, audit or any other decision or vote of any employee or official on behalf of the town.

Personal Interest: any privilege, profit, gain or advantage, other than a financial interest, retained or to be received by any employee or official or any member of the employee or official's immediate family. The interest that all town taxpayers share in the honest and prudent conduct of town business shall not, by itself, be considered a "personal interest" for the purposes of this Code.

Procurement: a decision to purchase goods or services on behalf of the town or the decision to enter into a contract for any such purchase. The term "procurement" shall include negotiations, the bid process, and any other discussions or processes that in the context will materially affect whether the value of a purchase or contract for purchase or the identity of the vendor.

Conflicts of Interest

No official or employee shall participate in any procurement, decision, or action when the person knows that:

- A. The person or any member of the person's immediate family has a personal or financial interest pertaining to the procurement, decision, or action;
- B. A party whose financial interest will be affected by the procurement, decision, or action is a business in which the person or any member of the person's immediate family has a present or prospective personal or financial interest, including employment; or
- C. A party whose financial interest will be affected by the procurement, decision, or action is an organization in which the person or any member of the person's immediate family is a member.

Disclosure of Conflicts/Disqualifications

Upon discovery of an actual or perceived conflict of interest, an official or employee shall immediately withdraw from all discussions or participation in any procurement, decision, or action that represents the actual or perceived conflict. Employees, including department heads, and elected or appointed officials shall immediately notify the Selectmen's Office describing the conflict.

Incompatible Offices

No employee or official shall hold two (2) positions or offices if one (1) position or office reviews or supervises the work of the other.

Representation of Private Persons

No employee or official shall represent any other person before any town body on which the employee or official is sitting as a permanent or alternate member.

Gifts and Favors

No official or employee shall accept any gift, favor, contingent fee, or any other benefit or reward, whether in the form of money, things, loans, promises, travel, rights, entertainment, hospitality, or property from any vendor, part or source while serving the Town of Alexandria, if in the circumstances, it is reasonable to infer or conclude that the gift was intended to influence the performance of any official duty or was intended to serve as a reward for any procurement, decision, or action on the recipient's part.

- A. This general rule shall not prohibit the acceptance of:
 - a. Any discounts provided to all town employees and/or officials and authorized by the Board of Selectmen.
 - b. Unsolicited advertising or promotional materials of nominal intrinsic value such as pens and calendars.
 - c. Unsolicited consumable items donated to an entire work group during holidays and consumed on premises, or
 - d. Election contributions or other gifts given to prospective elected officials in accordance with applicable state and federal election laws.
- B. It shall be a violation of this Code to solicit or request election contributions in return for a promise of continued or future public employment, a procurement, the award of a town contract, appointment to any town office, or any other thing or expectation of personal or economic value.

Confidential Information

No public official or employee shall knowingly use any confidential information regarding any other official or employee unless and until the particular official or employee authorizes the release of such information. No public official or employee shall knowingly use confidential information, obtained in his or her capacity as an employee or official to promote or satisfy the personal or financial interest of any person.

Nepotism

No official or employee shall supervise, evaluate, or vote to appoint any person in his or her immediate family to any public position, except for election officials who are paid no more than one thousand dollars (\$1,000) per annum.

Voting

- A. No official or employee shall appoint or vote on the appointment of a member of his or her immediate family or any person with whom he or she has a personal or financial interest.
- B. No official or employee shall vote on any matter in which he or she has a personal or financial interest.

Remedies

- A. Applicable New Hampshire State Statutes
- B. Supplemental remedies may be warranted for violations of this Code and may include any one (1) or more of the following:
 - a. For employees:
 - i. Oral or written warnings or reprimands
 - ii. Suspension with or without pay
 - iii. Termination of employment.
 - b. For appointed and elected officials: removal from office
- C. The town shall retain the right to recover the financial value of anything received by an official or employee through violations of the provisions of this Code.