

## Code of Ethics and Conflict of Interest Policy

Pursuant to the provisions of Sections 805a and 806 of the General Municipal Law, the Board of Trustees recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of ethical conduct is to be obtained and if public confidence is to be maintained. It is the purpose of this resolution to promulgate rules of ethical conduct for the officers and employees of the Board of Trustees. These rules shall serve as a guide for official conduct of the officers and employees of the Board of Trustees. The rules of ethical conduct of this resolution 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.

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

1. Gifts: An officer or employee shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 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 inferred that the gift was intended to influence him or her in the performance of his or her official duties or was intended as a reward for any official action on his or her part.

However, nothing herein should be construed as prohibiting the traditional exchange of holiday gifts provided discretion is used to ensure that gifts of value are not accepted by Trustees. Gifts from children that are principally sentimental in nature and of insignificant financial value may be accepted in the spirit in which they are given.

2. Confidential information: An officer or employee shall not disclose confidential information acquired by him or her in the course of his or her official duties or use such information to further his or her personal interest.
3. Representation before the Board: An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board.
4. Representation before the Board for a contingent fee: An officer or employee shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before the Board, whereby the compensation is to be dependent or contingent upon any action by the Board with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
5. Disclosure of interest in matters before the Board: To the extent that he or she knows thereof, an officer or employee, whether paid or unpaid, who participates in the discussion or gives official opinion to the Board on any matter before the Board shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest that he or she has in such matter.

6. Investments in conflict with official duties: An officer shall not invest or hold any investment directly in any financial, business, commercial or other private transaction that creates a conflict with his or her official duties.
7. Private employment: An officer or employee shall not engage in, solicit, negotiate for or promise to accept private interests when that employment or service creates a conflict with or impairs the proper discharge of his or her official duties.
8. Future employment: An officer or employee shall not, after the termination of service or employment with the Board, appear before the Board or any panel or committee of the Board, in relation to any case, proceeding, or application in which he or she personally participated during the period of his or her service or employment or that was under his or her active consideration. This shall not bar or prevent the timely filing by an officer or employee of any claim, account, demand or suit against the Board on his or her own behalf or on behalf of any member of his or her family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.
9. The Director of the Patchogue-Medford Library shall distribute a copy of this Code of Ethics to each officer and employee of the Library within thirty (30) days after its effective date. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of their office or employment.
10. Penalties. In addition to any penalty contained in any other provision of law, any person who knowingly and intentionally violates provisions of this Code may be fined, suspended or removed from office or employment in the manner provided by law.

Cross Ref: Board Bylaws, Article VIII, Section 1. Ethics

*Adopted by the Board of Trustees November 21, 2000*

*Revised May 17, 2011*

*Reviewed July 22, 2015*

*Reviewed July 19, 2016*