

## TOWNSHIP OF HAMILTON

### INTEROFFICE ADVISORY MEMORANDUM

**TO:** All Municipal Officers, Employees and Members of Certain Hamilton Township Boards and Commissions as Designated by State Law

**FROM:** Mayor Kelly A. Yaede

**DATE:** February 4, 2013

**SUBJECT:** Code of Ethics

#### CODE OF ETHICS

Rules of conduct recognize that public officials and employees operate under a democratic form of government. The State Legislature has determined that public employees hold the public trusts and that the public must have utmost confidence in public employees. It is essential that the conduct of public officials and employees shall hold the respect and confidence of the people. Therefore, the Legislature enacted the Local Government Ethics Law.

In summary, officials, employees and members of designated municipal boards and commissions should not:

- Have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in substantial conflict with the proper discharge of their duties in the public interest;
- Use or attempt to use their official position(s) to secure unwarranted privileges or advantages for themselves or others;
- Act in an official capacity in any matter wherein they have a direct or indirect personal interest that might reasonably be expected to impair objectivity or independence of judgment;
- Undertake any employment or services, whether compensated or not, which might reasonably be expected to impair objectivity and independence of judgment in the exercise of official duties;
- Accept or offer any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift

service, or other thing of value was given or offered for the purpose of influencing the discharge of official duties;

- Use or allow to be used his or her public office, employment or any information not generally available to members of the public for the purpose of securing financial gain for anyone;
- Knowingly act in any way that might reasonably be expected to create any impression of suspicion among the public or having knowledge of acts that violate their trust as an official or employee;
- Use or allow the use of Township property, personnel and/or persons for other than officially approved activities. Use or all the use of official information gained through employment, which has not been made available to the general public, for furthering a private interest.

Officers, employees and members of designated municipal boards and commissions are required to strictly abide by the Local Government Ethics Law.