

Code of Ethics

Bethlehem's Code of Ethics is intended to enhance public confidence and respect in the integrity of Town government by establishing standards of ethics conduct that all town officers and employees are expected to meet or exceed.



GOT ETHICS?

Report an Ethics Violation

If you believe that a town officer or employee has violated the Town's Code of Ethics, you are encouraged to file an ethics complaint.

Complaints can be filed via electronic or regular mail at the addresses below.

If you file a complaint, please provide your name and address, the facts that constitute a violation of the Code of Ethics, and any documentation in support of the facts alleged.

Contact the Ethics Board

Town Ethics Board
445 Delaware Avenue
Delmar, NY 12054

518-439-4955
EthicsBoard@townofbethlehem.org

Town of Bethlehem, NY



Code of Ethics

A Guide for the Public



Overview

This Guide provides general information concerning the Town of Bethlehem Ethics Code.

For specific information concerning the Code, please refer to the Town of Bethlehem Local Law Chapter 16.

Who Is Covered?

The Town Ethics Code applies to all town elected officials, employees and unpaid officials.

Standards of Conduct

Town officers and employees may not engage in outside employment that is in conflict with their official duties.

Town officers and employees may not solicit or accept an employment opportunity with any person or entity that has a matter pending before them.

Town officers and officials are subject to post-employment restrictions. They cannot appear before their former office, board or department on behalf of another for one year. If they personally and substantially participated in a transaction on the Town's behalf, they are permanently barred from representing anyone else in that transaction.

Enforcement

Any town officer or employee who violates this Code may be censured, fined, suspended or removed from office or employment.

Use of Town Resources

Town officers and employees may not use or permit the use of Town resources for personal purposes. Town policy authorizes the occasional and incidental use of telephone and computers for family and personal matters.

Confidential Information

A town officer or employee who acquires confidential information in the course of his/her official duties may not disclose or use such information unless required by law or when performing their official duties.

Gifts

Town officers and employees are not permitted to solicit, accept or receive a gift of any value. There are some limited exceptions to this rule, such as gifts from family and promotional items of little value.

Political Solicitation or Activity

Town officers and employees are not permitted to use their position to compel another to make a political contribution, or to engage in political activity during his or her assigned workday.