

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?

Get Ethics Advice

Town officers and employees are encouraged to seek guidance if they have questions. The Town Ethics Board is authorized to issue advisory opinions.

Town of Bethlehem, NY

Town Ethics Board
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Delmar, NY 12054

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Updated Jan. 24, 2014

Town of Bethlehem, NY



Code of Ethics

A Guide for Town Officers
and Employees



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.

You may also contact the Department of Human Resources or the Board of Ethics for additional information and guidance.

Who Is Covered?

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

Standards of Conduct

No town officer or employee may engage in outside employment that is in conflict with his/her official duties.

No town officer or employee may solicit or accept an employment opportunity with any person or entity that has a matter pending before the officer or employee.

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

Enforcement

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

Use of Town Resources

No officer or employee may 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

No officer or employee who acquires confidential information in the course of his/her official duties may disclose or use such information unless required by law or when performing one's official duties.

Gifts

No officer or employee shall 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

No officer or employee shall use his or her position to compel another to make a political contribution, or shall engage in political activity during his or her assigned workday.