



## Town of Boscawen, NH

### Ethics Policy

Approved September 30, 2015

Reviewed June 29, 2023


It is the policy of the Town of Boscawen that its officials, employees, and board and commission members uphold the highest standards of ethical and professional behavior. To that end, these employees and board members shall dedicate themselves to carrying out the goals and duties of this organization and shall:


1. Hold paramount the safety, health and welfare of the public in the performance of professional duties.
2. Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of their chosen profession or voluntary role.
3. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
4. Engage in carrying out the Town of Boscawen's goals and objectives in a professional manner.
5. Collaborate with and support other professionals and volunteers in carrying out the Town of Boscawen goals and duties.
6. Build personal and professional reputations on the merit of service.
7. Recognize that the primary function of the Town of Boscawen at all times is to serve the best interests of its residents.
8. Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
9. Respect the structure and responsibilities of the Select Board; provide them with facts and advice as a basis for their making policy decisions and uphold and implement policies adopted by the Select Board.
10. Keep the community informed about issues that will affect them as directed by the Select Board, Management Staff and Board, Committee or Commission Leadership.
11. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
12. Exercise whatever discretionary authority they have under the law to carry out the personal and professional objectives of your position.
13. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization's goals and duties.
14. Demonstrate the highest standards of personal integrity, truthfulness and honesty in all activities in order to inspire confidence and trust in such activities.

15. Avoid any interest or activity that is in conflict with the conduct of their official duties or lends the appearance of conflict of interest.
16. Disclosure requirements.
  - a. Disclose fully and in a timely manner any potential conflict of interest. A conflict of interest is defined as a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.
  - b. Whenever a matter requiring the exercise of discretion comes before a municipal officer, employee or board/commission member, either individually or as a member of a board, and disposition of the matter could result in a direct or indirect financial or material benefit to himself or herself, a relative, or any private organization in which he or she is deemed to have an interest, the municipal officer or employee shall disclose in writing the nature of the interest.
  - c. The disclosure shall be made when the matter requiring disclosure first comes before the municipal officer or employee, or when the municipal officer or employee first acquires knowledge of the interest requiring disclosure, whichever is earlier.
17. No municipal officer, employee, or board/commission member shall use his or her municipal position or official powers and duties to secure a financial or material benefit for himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
18. Recusal. No municipal officer, employee, or board/commission member may participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting on it, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on himself or herself, a relative, or any private organization in which he or she is deemed to have an interest.
19. Respect and protect privileged information to which they have access in the course of their official duties.
20. Strive for personal and professional excellence and encourage the personal and professional developments of others.

History of Approval and Amendments

Approved by the Select Board at a regularly scheduled and duly noticed public meeting on September 30, 2015. This policy was reviewed at a regularly scheduled meeting of the Select Board on June 29, 2023.

  
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**Matthew T. Burdick, Chair**

  
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**Lorrie J. Carey, Member**

  
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**Bill Bevens, Member**



## **Town of Boscawen, NH**

### **Conflict of Interest Statement**

The Town of Boscawen is committed to integrity and fairness in the conduct of all of its activities. Inevitably, the interests of Board/Staff/Volunteers will involve them in organizations, causes, and other endeavors that intersect with the affairs of the Town of Boscawen. This conflict of interest statement is intended to give guidance on disclosure of conflicts. This conflict of interest statement applies to all persons holding positions of responsibility and trust on behalf of the Town of Boscawen, including, but not limited to members of the Select Board, volunteer committee members, and Town of Boscawen staff (Board/Staff/Volunteers). Individuals worthy of affiliation with the Town of Boscawen will govern themselves by the spirit of this statement.

- Each Board/Staff/Volunteer has the duty to place the interest of the Town of Boscawen foremost in any dealings on behalf of the Town of Boscawen. This accountability supersedes any conflicting loyalty to business interests, personal interests, or paid or volunteer service to other organizations.
- No Board/Staff/Volunteer will derive any personal profit or gain, directly or indirectly, by reason of his or her service to the Town of Boscawen.
- The conduct of personal business between any Board/Staff/Volunteer and the organization is prohibited (no self-dealing).
- Board/Staff/Volunteers may not obtain for themselves, their relatives, or their friends a material interest of any kind from their association with the Town of Boscawen.
- If a Board/Staff/Volunteer has an interest in a proposed transaction with the organization in the form of a significant personal financial interest in the transaction or in any organization involved in the transaction, or holds a position as trustee, director, or officer in any such organization, he or she must make full disclosure of such interest before any discussion or negotiation of the transaction and abstain from decision-taking actions. With disclosure to other participants, the work of the Town of Boscawen is furthered by the willingness of conflicted persons to share information bearing upon the matter under consideration.
- No Board/Staff/Volunteer may accept any payment or article of value from a grantee, potential grantee, or supplier, except nominal hospitality such as meals or token recognitions. In general, board members and staff should make every effort to decline to accept gifts on behalf of the Town of Boscawen.
- If a conflict, or the potential appearance of a conflict exists, the Board member must recuse themselves by not influencing, attempting to influence, or participating in that discussion and/or vote.

Please list below, the groups and organizations you/spouse/parent/child are involved with as a board member, volunteer, staff person, or consultant. In general, affiliations or interests should be disclosed as part of the Town of Boscawen's decision-making process whenever there is any doubt about whether disclosure is required.

Name of Organization Level of Involvement

(Board member, volunteer, staff or consultant)

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Other disclosures:

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_