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| Title of Policy: | **Code of Ethics** | **Pg 1** |
| Section #: | Section 8 |  |
| Approval Date: | **February 9, 2021** |  |
| Revision Date: |  | Policy 8.1 |

The following guidelines must be followed by Kingston Water Department Employees.

An official or employee may not accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind from anyone other than the City:

1. For the performance of an act, or refraining from performance of an act, that he would be expected to perform, or refrain from performing, in the regular course of his duties; or
2. That might reasonably be interpreted as an attempt to influence his action, or reward him for past action, in executing City business;
3. May not disclose any information obtained in his official capacity or position of employment that is made confidential under state or federal law except as authorized by law, or with the intent to result in financial gain for himself or any other person or entity;
4. May not use or authorize the use of City time, facilities, equipment, or supplies for private gain or advantage to himself or to any private person or entity, except as authorized by legitimate contract or lease that is determined by the governing body to be in the best interests of the City.
5. May not make or attempt to make private purchases, for cash or otherwise, in the name of the City or use or attempt to use his position to secure any privilege or exemption for himself or others that is not authorized by the Charter, general law, ordinance or policy of the City;
6. May not continue any outside employment if the work unreasonably inhibits the performance of any affirmative duty of the City position or conflicts with any provision of the City’s Charter or any ordinance or policy.

The City Attorney is designated as the ethics officer of the municipality and the interpretation that a reasonable person would make shall be used in interpreting and enforcing this code of ethics.