



## CODE OF ETHICS

BE IT RESOLVED by the Board of Trustees of the Longwood Public Library, that these standards of conducts be established for officers and employees of the Longwood Public Library as follows:

Section 1. Pursuant to the provisions of the section eight hundred six of the general municipal law, the Board of Trustees of the Longwood Public Library recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of public confidence is to be maintained in our unit of local government. It is the purpose of this resolution to promulgate these rules of ethical conduct for the officers and employees of the Longwood Public Library. These rules shall serve as a guide for official conduct if this resolution as adopted, shall not conflict with, but shall be in addition to any prohibition of article eighteen of the general municipal law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

Section 2. Definition. (a) "Municipal Officers or Employees" means officers or employees of the Longwood Public Library, whether paid or unpaid, including members of any administrative board, commission or other agency thereof.

(b) "Interest" means a pecuniary or material benefit accruing to municipal officers or employees unless the context otherwise requires.

Section 3. Standards of Conduct. Any officer or employee of the Longwood Public Library shall be subject to and abide by the following standards of conduct:

(a) Gifts. One shall not directly or indirectly solicit any gift; or accept or receive any gift having a value of fifty dollars or more, whether in the form of money, services, loan, travel, entertainment, hospitality, things or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence, or could reasonably be expected to influence, in the performance of one's official duties, or was intended as a reward for any official action on one's part.

(b) Confidential Information. One shall not disclose confidential information acquired in the course of official duties or use such information to further one's personal interest.

(c) Representation before one's own agency. One shall not receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which one is an officer, member or employee or of any municipal agency which one has jurisdiction or to which one has the power to appoint any member, officer or employee.

(d) Representation before any agency for a contingent fee. One shall not receive, or enter into any agreement, express or implied, for compensation for services to be

rendered in relation to any matter before any agency of this municipality, whereby compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this paragraph shall not prohibit the fixing at any time of fees based upon reasonable value of the service rendered.

(e) Disclosure of interest in legislation. To the extent that one knows thereof, a member of the New York State Legislature and any officer or employee of the Longwood Public Library, whether paid or unpaid, who participates in the discussion of or gives official opinion to the New York State Legislature on any legislation before the New York State Legislature, shall publicly disclose on the official record the nature and extent of any direct and indirect financial or other private interest one may have in such legislation.

(f) Investments in conflict with official duties. One shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction, which creates a conflict with official duties.

(g) Private Employment. One shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of official duties.

(h) Future Employment. One shall not, after the termination of service or employment with such municipality, appear before any board or agency of the Longwood Public Library in relation to any case, proceeding or application in which one personally participated during the period of one's service or employment or which was under active consideration.

Section 4. Nothing herein shall be deemed to bar or prevent the timely filing by the a present or former municipal officer or employee of any claim, account demand or suit against the Longwood Public Library, or any agency thereof on behalf of oneself or any member of one's family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

Section 5. Distribution of Code of Ethics. The Director of the Longwood Public Library shall cause a copy of this code of ethics to be distributed to all officers and employees of the Longwood Public Library within 30 days after the effective date of this resolution. Any officer or employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of that office or employment.

Section 6. Penalties. In addition to any penalty contained in any other provision of law, any persons who shall knowingly and intentionally violate any of the provisions of this code may be suspended or removed from office or employment, as the case may be, in the manner provided by law.

Section 7. Effective Date. This resolution shall take effect 30 days after it is filed as provided in section twenty-seven of the municipal home law rule.