

CODE OF ETHICS AND STANDARDS OF CONDUCT:**PREAMBLE:**

All FLSA-exempt employees of the Town of Windham subscribe to the Town's Code of Ethics and Standards of Conduct, which contain a set of principles that guide the employees' conduct in their relations with other town employees, town officials and the public. Procedures have been established for investigating complaints and disciplining violations of this Code of Ethics and Standards of Conduct.

CANON 1 : PERFORMANCE:

Perform all duties in accordance with applicable laws and regulations and apply them uniformly and fairly. Perform all assignments to your best ability and in accordance with recognized standards of professional practice.

CANON 2 : PROHIBITED ACTIVITIES:

I. Accept no assignment that could reasonably be construed as being in conflict with your responsibility to the Town of Windham, or in which there is an unrevealed personal interest or bias, or which you are not qualified to perform.

a. You must report in writing to your immediate supervisor those assignments in which you have a personal interest or bias. A personal interest or bias includes any current or any prospective or any contemplated interest or bias in the matter. A personal interest includes any ownership interest in property, employment, agency (such as an independent contractor), or business affected by the matter of the assignment. A personal bias includes a personal interest or a familial relationship to a person having a personal interest.

b. The restriction is not intended to prohibit activities in which you have a personal interest or bias. It is intended to require disclosure of a personal interest or bias.

II. Prohibited activities shall include those activities specifically identified by state law limiting acts of public employees:

RSA 95:1 PUBLIC OFFICIALS BARRED FROM CERTAIN PRIVATE DEALINGS
RSA 640:2 BRIBERY IN OFFICIAL AND POLITICAL MATTERS
RSA 640:3 IMPROPER INFLUENCE
RSA 640:4 COMPENSATION FOR PAST ACTION
RSA 640:5 GIFTS TO PUBLIC SERVANTS
RSA 640:6 COMPENSATION FOR SERVICES
RSA 641:7 TAMPERING WITH PUBLIC RECORDS OR INFORMATION
RSA 643:1 OFFICIAL OPPRESSION
RSA 643:2 MISUSE OF INFORMATION

IV. Prohibited activities include violation of any federal, state or local law.

a. Prohibited activities include any felonious criminal act, regardless of whether such act was committed while you were on duty with the Town.

V. Prohibited activities include inducing another to commit an act violative of the law or these canons of ethics.

VI. Prohibited activities include sexual harassment.

VII. Prohibited activities include any involvement in any matter after termination of employment with the Town in which you had a personal and substantial involvement while employed.

a. For one year subsequent to termination of employment, you may not participate in any matter relating to your duties and responsibilities to the Town.

CANON 3 : ACCESS TO INFORMATION AND RECORDS:

Make available all public records in their custody for public review, unless access to such records is specifically limited or prohibited by law, or the information has been obtained on a confidential basis and thus permits such information to be treated confidentially. Make every effort to inform the public about their rights and responsibilities under the law.

CANON 4 : RESPECTFUL ATTITUDE:

Maintain an open, courteous and respectful attitude in dealings with the public and require the same of subordinates.

CANON 5 : CONDUCT AND PROPRIETY:

Conduct duties and activities in a manner that will reflect credit upon yourself and upon the Town. Avoid the appearance of impropriety.

CANON 6 : REPORTING UNETHICAL PRACTICES:

Report to your immediate supervisor or to the Board of Selectmen any unethical practice that will reflect discredit upon the Town.

CANON 7 : RESPONSIBILITY OF EMPLOYEES:

Subscribe to this Code of Ethics and Standards of Conduct as they may be amended from time to time.

CANON 8 : AMENDMENTS:

This document may, from time to time, be amended by a majority vote of the Board of Selectmen, at a regularly scheduled Selectmen's meeting.

Adopted by the Board of Selectmen - April 28, 1997

**RALPH R. WILLIAMS
DOUGLASS L. BARKER
CHARLES E. MCMAHON
CAROLYN B. WEBBER
MARGARET M. CRISLER**
Board of Selectmen

Re-codified and affirmed by the Board of Selectmen - May 11, 1998

**Charles E. McMahon
Douglass L. Barker
Carolyn B. Webber
Margaret M. Crisler
Galen A. Stearns**
Board of Selectmen

Amended by the Board of Selectmen - November 9, 1998