

TOWN OF DORCHESTER

CODE OF ETHICS POLICY

All Town Officials and Town Employees are expected to adhere to legal, moral and professional standards of conduct in the fulfillment of their responsibilities. The following standards of professional conduct are adopted in order to enhance the performance of all town officials.

As a general rule, elected and appointed officials are not “employees” of the municipality.

Definitions:

Town Officials include:

Town Clerk, Tax Collector and their deputies; Treasurer and Deputy Treasurer; Selectmen; Planning Board Members; Conservation Commission Members; Moderators, Trustees of Trust Funds; Cemetery Trustees; Road Agent; Assessors; Auditors; Inspectors of Elections; Supervisors of the Checklist; Welfare Officer; Health Officer; Advisory Committee Members; Emergency Management Director, Animal Control Officer.

Town Employees include office staff, secretaries, highway employees, emergency medical personnel and planning board clerks.

PROCEDURE

- A. Personal Standards - Town Officials and Employees shall:
 - 1. Demonstrate the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust and confidence of other public officials, employees and the public.
 - 2. Devote their time, skills and energies to their office both independently and in cooperation with other officials.

- B. Responsibility as Town Officials and Town Employees– Town Officials and Employees shall:
 - 1. Recognize and be accountable for their responsibilities as officials and employees of the Town of Dorchester.
 - 2. Be sensitive and responsive to the rights of the public.
 - 3. Exercise prudence and integrity in the management of funds in their custody and in all financial transactions.
 - 4. Uphold both the letter and the spirit of the constitution, legislation, and regulations governing their actions and report violations of the law to the appropriate authorities.

- C. Professional Integrity/Information – Town Officials and Town Employees shall:

1. Demonstrate professional integrity in the issuance and management of information.
2. Not knowingly sign or permit the issuance of any statement or report which contains any misstatement or which omits any material fact.
3. Prepare and present statements and financial information pursuant to applicable law and generally accepted practices and guidelines.
4. Respect and protect privileged information to which they have access to by virtue of their office.
5. Be sensitive and responsive to inquiries from the public and the media, within the framework of state or local government policy.

D. Professional Integrity/Relationships – Town Officials and Town Employees shall:

1. Act with honor, integrity and virtue in all professional relationships.
2. Exhibit loyalty and trust in the affairs and interests in the Town of Dorchester, within the confines of this Code of Ethics.
3. Not knowingly be a party to or condone any illegal or improper activity.
4. Respect the rights, responsibilities and integrity of their colleagues and other town officials with whom they work and associate.
5. Manage all matters of personnel within the scope of their authority so that fairness and impartiality govern their decisions.
6. Promote equal employment opportunities and oppose any discrimination, harassment or other unfair practices.

E. Conflict of Interest – Town Officials and Town Employees shall:

1. Actively avoid the appearance of conflicting interests.
2. Discharge their duties without favoritism and refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties.
3. Not directly or indirectly seek or accept personal gain which would influence or appear to influence the conduct of their official duties.
4. Not use public property or resources for personal or political gain.

Date Adopted: 5/12/2011

By Dorchester Board of Selectmen:

Arthur Burdette

Sherman Hallock

Michael Mock