

Liberty Consolidated Planning Commission

Ethics Policy

APPM 11.6.13.3

Approved: November 18, 2013

DRAFT

A. Purpose and Intent

To establish a policy on ethics, conflicts of interest, and acceptance of gifts on the part of employees of the Liberty Consolidated Planning Commission (LCPC).

B. Code of Ethics

The maintenance of high standards of honesty, integrity, impartiality, and conduct by employees and agents of LCPC is essential to ensure the proper performance of government business and the maintenance of confidence by citizens in the agency and the individual governments it represents. Moreover, the avoidance of misconduct and conflicts of interest on the part of employees of the LCPC is indispensable to the maintenance of these standards. As such, all employees of the LCPC shall abide by the following ethical standard hereinafter referred to as the LCPC Code of Ethics:

1. Employee responsibilities. Each employee of the LCPC shall avoid any action, whether or not specifically prohibited by this Code of Ethics, which might result in, or create the appearance of:

- (a) Using public office for private gain;
- (b) Giving preferential treatment to any person;
- (c) Impeding LCPC efficiency or economy;
- (d) Losing complete independence or impartiality;
- (e) Making an LCPC decision outside of official channels; or
- (f) Affecting adversely the confidence of the public in the integrity of the LCPC or one of its member governments.

2. Persons covered. This Code of Ethics applies to all employees of LCPC.

3. Gifts, entertainment and favors. No employee shall solicit or accept, directly or indirectly, on behalf of himself, herself, or any member of the employee's household, any gift, gratuity, service, favor, entertainment, lodging, transportation, loan, loan guarantee or any other thing of monetary value from any person who:

- (a) Has, or is seeking to obtain, contractual or other business or financial relations with the LCPC; or
- (b) Conducts operations or activities that are regulated by the LCPC; or
- (c) Has interests that may be substantially affected by the performance or nonperformance of the employee's official duties.

4. Exceptions: gifts, entertainment and favors. The prohibitions on accepting gifts, entertainment or favors in section 3 do not apply to:

- (a) Loans from established financial institutions made in the ordinary course of business on usual and customary terms so long as there are no guarantees or collateral provided by any person described in section 3;
- (b) Unsolicited advertising material of nominal value;
- (c) Food and refreshments of nominal value when they are part of the employee's participation in an charitable, civic, political or community event which bears a relationship to the employee's office and the employee is attending in an official capacity.

A business lunch or dinner is not an "event" for the purposes of this exception. On those occasions, the employee must buy his or her own meal or refreshment. If the meal is held at a private club where the employee may not pay the establishment directly, the employee must reimburse the member of the establishment for the equivalent cost of the meal or refreshment.

Our ethics policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, or while on call or paid standby.

5. Financial Interests.

- (a) No employee of the LCPC shall enter into or derive any benefit, directly or indirectly, from any contractual arrangement with LCPC or any of its member governments. In recognition of the fact that many husbands and wives have separate careers, the normal employment compensation of a spouse whose regular, ongoing employer or business has a contractual arrangement with an LCPC member government shall not be considered a "benefit" to the LCPC employee, provided the contract with LCPC member government was procured without any participation, assistance or influence by the LCPC employee.
- (b) No employee of the LCPC shall have a direct or indirect financial interest that conflicts substantially, or appears to conflict substantially, with his or her LCPC duties or responsibilities. "Indirect financial interest" in this case includes a substantial interest on the part of a parent, spouse, or child of the employee.

6. Use of Information. No employee of the LCPC shall, directly or indirectly:

- (a) Use, disclose, or allow the use of official information which was obtained through or in connection with his or her LCPC employment, and which has not been made available to the general public, for the

purpose of furthering the private interest or personal profit of any person, including the employee; or

- (b) Engage in a financial transaction as a result of, or primarily relying upon, information obtained through his or her LCPC employment.

7. Use of government property. No employee shall use the facilities, equipment, personnel, or supplies of the LCPC or its member governments for other than officially approved activities, except to the extent that they are lawfully available to the general public.

8. Questions on interpretation of this order. When an LCPC employee is in doubt as to the proper interpretation of this order, he or she is expected to seek the advice of the LCPC Executive Director if time permits, or to use good judgment in accordance with section 1 above and to report the gift, entertainment or favor to the LCPC Executive Director within 7 days.

**Adopted by the Liberty Consolidated Planning Commission Governing Board,
Hinesville, Georgia, this _____ day of _____, 2013.**

Sandra Martin, LCPC Governing Board Chair

Attest: Jeff Ricketson, LCPC Executive Director

- Signature page -

Please read the LCPC Ethics Policy carefully to ensure that you understand the policy before signing this document.

Jeff Ricketson, Executive Director

Date: _____

Donna Shives

Date: _____

Gabriele Hartage

Date: _____

Joey Patenaude

Date: _____

Melissa Jones

Date: _____

Nils Gustavson

Date: _____

Abe Nadji

Date: _____

Curles Butler

Date: _____



