

EAST CENTRAL VERMONT ECONOMIC DEVELOPMENT DISTRICT STANDARDS OF CONDUCT POLICY

The purpose of this policy is to ensure that all activities of the East Central Vermont Economic Development District (ECVEDD) will be conducted in a way that no employee, contractor or member of the Board will gain a personal or financial advantage from his or her work for the ECVEDD, and to ensure that the public trust in the ECVEDD will be preserved. It is also the intent of this policy to ensure that all decisions made by staff, contractors and members of the Board of Directors are based on the best interest of the community at large.

CONFLICTS OF INTEREST

A conflict of interest means any situation where an employee or member of the Board of Directors has a personal or financial interest in the outcome of a cause, proceeding, application or any other matter pending before the ECVEDD (e.g. plans and policies, contracts, projects, etc.). This may involve any direct or indirect interests of contractors, employees or directors with any partnerships, firms or corporations, or individuals (e.g. his or her spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother- or sister-in-law, business associate, or employer or employee).

In order to avoid conflicts of interest, employees, contractors and members of the Board of Directors shall not:

- a) Participate in any official action if he or she has a conflict of interest or appearance of a conflict of interest in the matter under consideration.
- b) Represent, appear for or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application or other matter pending before the ECVEDD.
- c) Solicit nor accept gifts, gratuities, favors or other offerings of personal gain from contractors, potential contractors, parties to sub-contracts, or others that have a vested interest in the outcomes of decisions made by the ECVEDD.
- d) Use resources unavailable to the general public – including but not limited to staff time, equipment, supplies or facilities – for private gain or personal purposes.

Board of Directors, employees or contractors of the ECVEDD shall not engage in or purport to represent the ECVEDD in any partisan political activity.

An employee, board member or contractor shall disclose any potential conflicts of interest to the Executive Committee of the Board. The Executive Committee shall decide if a conflict of interest exists. If a conflict exists or appears to exist, the Executive Committee can reassign the responsibilities to another staff person or Board Member, or other action, if appropriate, and shall disclose such possible conflicts of interest to the Board of Directors. If found to have a conflict of interest, the Board member, employee(s) or contractor must refrain from using their personal influence by avoiding further discussion on the matter with other employees or with Directors, and if deemed appropriate by the Board of Directors shall excuse themselves from any related actions or proceedings before the Board of Directors. The applicable meeting minutes shall reflect the resulting disclosures and recusals.

In the event an employee, contractor or director is uncertain whether he or she has a conflict of interest in any matter, he or she may request that the Board of Directors make a determination, in public session, whether a conflict of interest exists. When any conflict is unresolved, The Board of Directors will note in the minutes that a potential conflict may exist.

CODE OF ETHICS

Members of the Board of Directors and employees shall conduct themselves in a manner that serves the public interest and is consistent with these policies, the mission of the East Central Vermont Economic Development District.

Adoption

Adopted by the East Central Vermont Economic Development District's Board on the 8th day of December, 2016.

ECVEDD BOARD

Robert Haynes, President



(Signature)