

**TOWN OF SEYMOUR  
CODE OF BUSINESS CONDUCT  
FOR ALL TOWN OFFICIALS**

**TABLE OF CONTENTS**

1. Purpose
2. Scope
3. Responsibilities
4. Definitions
5. Standards of Business Conduct
  - a. General Standards
  - b. Acceptance of Gifts, Favors, Entertainment, and Payments
  - c. Unfair Competition
  - d. Protecting and Respecting Intellectual Property
  - e. Town Property
  - f. Conflicts of Interest
6. Town Official Relations
  - a. Substance Abuse
  - b. Occupational Safety and Health
  - c. Acceptable Workplace Behavior
  - d. Equal Employment Opportunity and Non-Discrimination
  - e. Sexual Harassment
7. Use of Telephone, Electronic Media, and Technology
  - a. Electronic and Voice Mail
  - b. Computer and Internet Technology
8. Procedures for Reporting Code Violations
9. References
10. History

**TOWN OF SEYMOUR  
CODE OF BUSINESS CONDUCT  
FOR ALL TOWN OFFICIALS**

**1. PURPOSE**

The purpose of this Code of Business Conduct (herein referred to as “the Code”) is to describe the conduct expected of all Seymour Town Officials to comply with laws, regulations, and Town policies. The Code specifies acceptable behavior for treating people with consideration, understanding, integrity and respect and addresses a number of subjects that are particularly important to the Town.

**2. SCOPE**

The Code applies to all Town Officials when operating in an official capacity with each other or the general public. All business activities should be carried out in accordance with this Code even if not specifically addressed in the Code. The Town’s written policies and procedures provide further guidance in particular areas.

**3. RESPONSIBILITIES**

- a) Town Officials are responsible for understanding and complying with the Code.
- b) Town Officials are expected to understand their legal and ethical responsibilities when serving the town in an official capacity.
- c) The Town Board of Ethics is responsible for:
  - providing interpretations of the Code as required
  - receiving, acknowledging, and objectively processing all complaints properly filed to the Board of Ethics
  - maintaining accurate records of all in-process and completed complaints
  - protecting the confidentiality of all complaint documentation
  - cooperating with officials, law enforcement, legal counsel and others during investigations related to complaints
- d) The Board may intercede in these matters unless otherwise provided by contract, Ordinance, Charter or State Statute.

**4. DEFINITIONS**

**TOWN OF SEYMOUR  
CODE OF BUSINESS CONDUCT  
FOR ALL TOWN OFFICIALS**

- a) Town Official – shall include elected and appointed officials and officers, whether paid or unpaid, and members of all governmental bodies created under the provisions of the Town Charter, and all other Town Ordinances and applicable Statutes.
- b) Official Capacity – A Town Official is understood to be operating in an official capacity when conducting business activities on behalf of the town, regardless of venue.
- c) Valuable Gift – a payment, subscription, advance, forbearance, rendering of services, deposit of money, or anything of value in excess of fifty dollars.
- d) Unusual Hospitality – provide definition (elaborate entertainment, travel, monetary favors in any form, expensive meals, town services, town positions)
- e) Modest Gift – provide definition (having a value of less than \$50 such as pens, calendars, mugs, meals, entertainment or sporting events).
- f) Town Property - Land, buildings and other structures, vehicles, equipment, tools, materials, services, software and funds, as well as intangible items such as confidential or proprietary information, Town reputation, prestige, influence and the Town seal.

**5. STANDARDS OF BUSINESS CONDUCT**

Set forth below are the standards for proper business conduct. There may be additional Town policies and procedures that apply separately to a particular job function and provide additional standards for conduct.

**a) General Standards**

All Town Officials must, at all times, conduct their relationships with other Officials, employees, customers, suppliers, consultants and the community in an ethical manner. They must not:

- use their position with the Town or knowledge of Town operations to gain any favor, advantage or benefit for them personally.
- use their position with the Town to gain any unfair advantage or benefit for the Town through deception, misrepresentation or fraud.
- influence or attempt to influence others in the exercise of Town duties by offering gifts or other promises of reward or benefit, or solicit or accept any such gifts or benefits from others.

**TOWN OF SEYMOUR  
CODE OF BUSINESS CONDUCT  
FOR ALL TOWN OFFICIALS**

**b) Acceptance of Gifts, Favors, Entertainment and Payments**

Accepting, offering or soliciting bribes or kickbacks is a crime. A gift, favor, entertainment, or payments can be construed as improper influence, a bribe, or a kickback when Town business is being conducted.

Town Officials and members of their immediate families shall not offer, accept, give or pay for gifts, favors, monetary payments, entertainment, travel or any other item of value to or from any person or organization with which the Town does business or is likely to do business, where such favors are intended.

If a Town Official receives a valuable gift or unusual hospitality, the individual should return the gift or decline the hospitality with a polite explanation of the Town's policy. The occasional exchange of modest gifts such as a meal may be appropriate under some circumstances during the normal course of business. Modest gifts are allowed only when they are exchanged in the normal course of business, involve situations where Town business may be conducted, and the recipient has no reason to believe that the gift was made or extended with the intent to influence the Town Official improperly in the performance of the individual's official duties.

Town Officials must never use Town resources to make offers of gifts, hospitality, or other favors or benefits to any government employee or public official in violation of any local, state or federal law or regulation.

Any Town Official should ask themselves these questions before determining whether to accept or offer a gift, hospitality, or other type of favor:

- Am I operating in an official capacity regardless of venue?
- Is the gift, hospitality, or other type of favor modest and of nominal value?
- Is the intention for accepting or offering something related to town business, services, or employment?
- Would I feel uncomfortable if this exchange were made known or made public on the front page of the newspaper?
- Will acceptance of this gift, hospitality, or favor make me feel obligated toward the giver or their business or could it cloud my objectivity in making decisions for the Town?

A Town Official who has doubts about a gift, hospitality, or other type of favor should consult the First Selectman or the Board of Ethics before acting.

**c) Unfair Competition**

**Commercial Bribery.** Commercial bribery involves a situation where private action is purchased illegally. Here, common sense must prevail. A small favor of little or no value, openly

**TOWN OF SEYMOUR  
CODE OF BUSINESS CONDUCT  
FOR ALL TOWN OFFICIALS**

provided, in a normal business context (e.g., taking a potential customer to lunch) does not present problems. But giving something of more substantial value, provided in a furtive way or on the sly and outside the business context (e.g., paying for a vacation trip, goods or services) is not permitted.

**Fraud.** Town Officials are expected to deal honestly and fairly with clients and others when operating in an official capacity and/or conducting business activities for the Town. Fraud or misrepresentation will not be tolerated. Such behavior is unethical, harms the Town's reputation, and may result in prosecution and/or civil liability for the official and the Town.

**d) Protecting and Respecting Intellectual Property**

All Town Officials must avoid infringing upon the intellectual property rights of others. A wide variety of federal and state laws exists to protect intellectual property, which includes copyrights, trademarks, service marks and trade secrets. Infringement may result in criminal and civil liabilities for the Town. It is, therefore, necessary to identify and establish the proper conduct that the Town expects when dealing with the intellectual property of others. Federal copyright laws prohibit the unauthorized use, reproduction or distribution of copyrighted material, including copyrighted material downloaded from the Internet, even for use within the Town. Copyrighted computer software must be used strictly in accordance with the applicable software license. Copyright laws include criminal provisions. All Town Officials must respect and obey these laws.

**e) Town Property**

All Town Officials are responsible for the proper use and care of Town property. Town Officials must not illegally or illicitly use Town property for personal benefit, nor may they sell, loan or dispose of Town property, regardless of its condition or value, without proper authorization. The Town's policy on the use of Town facilities, equipment or time is set forth in the Seymour Code of Ethics.

Town Officials authorized to spend Town funds must do so honestly, prudently, reasonably and only when necessary to properly conduct the business of the Town and in accordance with all laws, regulations and Town policies. No Town Official may use Town funds or assets, or funds or assets of other companies or individuals with whom the Town does business, for illegal or illicit purposes.

**f) Conflicts of Interest**

Town Officials have an inherent duty to avoid actual or potential conflicts of interest, and must place the Town's interest in any business transaction ahead of any personal interest or personal gain. All Town Officials are subject to the requirements of Seymour's Code of Ethics and must make proper disclosure to the Board of Ethics regarding any situation where a conflict of interest may arise.

**TOWN OF SEYMOUR  
CODE OF BUSINESS CONDUCT  
FOR ALL TOWN OFFICIALS**

**6. TOWN OFFICIAL RELATIONS**

**a) Substance Abuse**

It is the policy of the Town that Town Officials must maintain a work environment that is free from alcohol and drug abuse and its effects.

**b) Occupational Safety and Health**

The Town is committed to providing a safe workplace for all Town Officials. All Town Officials are required to perform their duties in accordance with health and safety laws and Town policies in order to ensure that a safe work environment is maintained.

**c) Acceptable Workplace Behavior**

The Town is committed to establishing a pleasant and courteous work environment free from unacceptable behavior such as intimidation, threats, and acts of violence. Any person who engages in unacceptable behavior will be considered in violation of the Code.

**d) Equal Employment Opportunity and Non-Discrimination**

In accordance with applicable state and federal laws, the Town makes employment-related decisions without regard to a person's race, color, religious creed, age, sex, sexual orientation, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability or physical disability, including, but not limited to, blindness and genetic predisposition, or any other factor unrelated to a person's ability to perform the person's job. "Employment decisions" generally mean all decisions relating to appointment, discipline and removal, but the term may encompass other actions as well. Town Officials shall not engage in or otherwise participate in any form of discrimination or harassment. The Town is committed to establishing and maintaining a workplace that is free from discrimination and harassment. Prohibited harassing conduct includes any behavior (e.g., verbal, physical or visual) relating to the protected categories above that has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment. Harassment using email, voicemail, the Internet or any other electronic communication is also prohibited. Examples of harassment include but are not limited to: epithets, slurs, negative stereotyping, demeaning or hostile jokes or pranks, and written or graphic material that denigrates or shows hostility or aversion toward an individual or group protected under applicable federal, state or local laws.

**e) Sexual Harassment**

The Town is committed to maintaining an environment free of sexual harassment and the Town will not tolerate sexual harassment of Town Officials by anyone, including any Official, vendor, client, or customer, whether in the workplace, at assignments outside the workplace or at Town-sponsored social functions. Any Town Official found to have sexually harassed another Official

**TOWN OF SEYMOUR  
CODE OF BUSINESS CONDUCT  
FOR ALL TOWN OFFICIALS**

may be subject to disciplinary action up to and including removal from appointed office in accordance with Town policy. Sexual harassment is defined as unwelcomed or unwanted sexual advances, requests for sexual favors or other physical, verbal, or visual conduct of a sexual nature when (1) submission to the conduct is an explicit or implicit term or condition of employment, (2) submission to or rejection of the conduct is used as the basis for an employment decision, or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. It is prohibited for males to sexually harass females or other males, and for females to sexually harass males or other females.

**7. USE OF TELEPHONE, ELECTRONIC MEDIA, AND TECHNOLOGY**

**a) Telephone and Electronic Media**

Any electronic communication media owned by the Town may be utilized by all authorized individuals. As such, all communication and information transmitted by, received from or stored in these systems are the property of the Town. Town Officials should have no expectation of privacy concerning the use of email and voicemail communications and should be guided by the following principles in the use of electronic media:

- Use of the Town's electronic communication media is considered to be a non-private business-related use of Town resources.
- Authorized representatives may monitor the use of such equipment and resources at any time.
- Monitoring may include accessing recorded messages and printing or reading data files or email.
- All communications through any of the Town's communication media must be conducted in a professional tone and manner. Official communications through personal communication media regarding Town business are subject to the same requirements as those transmitted via Town communication media. No Official may transmit offensive, discriminatory, unprofessional, or illegal messages.
- Email transmitted through the Internet should not be considered secure.
- No Town Official may falsely represent themselves as another person by email, voice, or voice mail communication.
- Town Officials should be aware that use of Town or personal cellular phones might not be a secure means of communication.
- The distribution of chain letters via Town email is prohibited.

**TOWN OF SEYMOUR  
CODE OF BUSINESS CONDUCT  
FOR ALL TOWN OFFICIALS**

**b) Computer and Internet Technology**

The Town provides access to the vast information resources of the Internet to help its Officials do their jobs faster and smarter, and be well-informed business citizens. Use of the public Internet by Town Officials is encouraged when such use is suitable for business and professional purposes and should be guided by the following principles:

- Town Officials are required to conduct themselves honestly and appropriately on the Internet, and respect the copyrights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings.
- The Internet is to be used in a manner consistent with this Code and Town policies and procedures, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of Town resources, sexual harassment, information and data security, and confidentiality.
- The display of any kind of sexually explicit image or document on any Town system is considered sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using Town resources.
- Town Officials may not access, transmit or create offensive or disruptive messages, e.g., chain letters, via the email system and the Internet. Among those which are considered offensive are messages that contain sexual implications, racial slurs, specific comments or any other content that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin, disability, or in any way violate the Town's position on equal opportunity and sexual harassment.
- The Town's Internet facilities and computing resources must not be used knowingly to violate the laws of the United States or any other nation, or the laws of any state, city, province or other local jurisdiction.
- Any software or files downloaded via the Internet into Town equipment become the property of the Town. Any such files or software may be used only in ways that are consistent with their licenses or copyrights. No Town Official may use Town facilities knowingly to download or distribute pirated software or data.
- No Town Official may use the Town's Internet facilities to deliberately propagate any type of virus.



**TOWN OF SEYMOUR  
CODE OF BUSINESS CONDUCT  
FOR ALL TOWN OFFICIALS**

**8. PROCEDURES FOR REPORTING CODE VIOLATIONS**

**a) General Guidelines**

- Actual or suspected violations of the Code are to be reported through the internal first should that avenue be available. If an individual believes that they are unable or unwilling to do so, they may contact a member of the Board of Ethics.
- To the extent feasible, an individual's communication will be treated confidentially, and no individual will be discharged, suspended, threatened, harassed or in any manner discriminated against for reporting in good faith an actual or suspected violation of this Code.
- The names of the current members of the Board of Ethics, along with their phone numbers, can be obtained from the Town Clerks office.
- Reports to the Board of Ethics must be in writing using the Reporting Form found in this Code.
- Violations of federal, state or local law may also violate this Code of Business Conduct and can expose a Town Official and the Town to criminal or civil prosecution. If an individual has any questions whatsoever with respect to the interpretation of this Code, they should promptly consult the First Selectman or a member of the Board of Ethics for clarification.
- No individual will suffer any adverse action for the act of questioning a Town practice or reporting an actual or suspected violation of the Code in good faith. Individuals are required to report actual or suspected violations.

**b) Procedures**

See attached procedure outline

**c) Reporting Form**

See attached reporting form

**9. REFERENCES**

Seymour Town Charter

Seymour Code of Ethics

Seymour Town Policies

Applicable State and Federal Laws and Regulations

**TOWN OF SEYMOUR  
CODE OF BUSINESS CONDUCT  
FOR ALL TOWN OFFICIALS**

**ACKNOWLEDGEMENT**

I acknowledge that I have received, read and understand the Code of Business Conduct for all Town Officials for the Town of Seymour.

---

Print

---

Sign

---

Date

**TOWN OF SEYMOUR  
CODE OF BUSINESS CONDUCT  
FOR ALL TOWN OFFICIALS**

**Complaint Procedure Outline**

- I. Board receives a complaint or upon its own complaint:
  - A. Must decide if there is sufficient evidence to warrant an investigation to determine probable cause.
    1. Must establish probable cause before deciding if there is a violation of the code.
  
- II. If there is insufficient evidence to warrant an investigation to determine probable cause:
  - A. Complaint is dismissed
  - B. Respondent is notified of the complaint and the decision not later than five days after so meeting by use of registered or certified mail.
  - C. Complainant notified of receipt of said complaint not later than five days after the meeting by registered or certified mail.
  
- III. There is sufficient evidence to warrant an investigation to determine probable cause:
  - A. Respondent is notified of the complaint and decision not later than five business days after so meeting by certified or registered mail. A copy of the complaint is included in said notice.
  - B. Complainant notified of receipt of complaint not later than five business days after the meeting by certified or registered mail.
  
- IV. An investigation to determine probable cause will be conducted by the Board and any hearings regarding this matter will be held at the discretion of the Board.
  
- V. The Board determines there is no probable cause:
  - A. Respondent and complainant notified of decision not later than three working days after the completion of the probable cause investigation by certified or registered mail. Said notice shall include a summary of the Board's reasons for making the finding.
  
- VI. The Board determines there is probable cause to believe that the respondent is in violation of the Code of Ethics
  - A. Respondent and complainant notified of decision not later than three business days after investigation.
  
- VII. Board of Ethics reports its findings to the Board of Selectmen.

**TOWN OF SEYMOUR  
CODE OF BUSINESS CONDUCT  
FOR ALL TOWN OFFICIALS**

**STANDARD COMPLAINT FORM – CODE OF CONDUCT**

This form is provided by the Board of Ethics for submitting a written complaint under the Town of Seymour Code of Conduct. An incomplete form can delay or prevent complaint processing by the Board of Ethics. Please follow these instructions for completing the form:

1. Print or type all information requested.
2. Attach any additional pages or documentation as needed.
3. Sign and date the form and have notarized.
4. Keep a copy of the signed form and all attachments for your records.
5. Submit the completed form via postal mail marked "Confidential"  
(Attention: Board of Ethics, Town of Seymour, 1 First Street, Seymour, CT 06483).

<b>Name and Address of Person Submitting Complaint</b>			
<b>Name/s and Town Position/s of Person/s Against Whom Complaint is Being Filed</b>			
<b>Date of Violation and Venue/Location</b>			
<b>Specific Nature of Complaint</b> (include relevant section/s of Code of Conduct for reference)			
<b>Relevant Facts and/or Documentation Supporting Complaint</b> (attach extra pages or documents)			
Under penalties of perjury, I declare that I have examined this statement and to the best of my knowledge and belief it is true, correct, and complete.			
Signature	Date		
Sworn and subscribed before me,			
Signature and Seal (Justice of the Peace, Notary Public, or Commission of the Superior Court)			
<b>Board of Ethics Use Only</b>			
Complaint Receipt Date			
Complaint Completion/Closure Date			
Complaint Outcome (attach explanation)	<input type="checkbox"/> Action Taken <span style="margin-left: 100px;"><input type="checkbox"/> No Action Taken</span>		
Board of Ethics Representative	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Printed Name</td> <td style="width: 50%; border: none;">Signature</td> </tr> </table>	Printed Name	Signature
Printed Name	Signature		

**TOWN OF SEYMOUR  
CODE OF BUSINESS CONDUCT  
FOR ALL TOWN OFFICIALS**

**History**

Introduction to the first Code of Conduct adopted in 2009

In keeping with the Code of Ethics it was requested that a written Code of Conduct be drafted for all town officials. There can be no disagreement that public officials are expected to conduct themselves in a manner befitting their elected or appointed positions; and that the public is properly represented through the conduct of their officials.

In recognition of this, on DATE, the BOARD OF ETHICS adopted the first Code of Conduct for the Town of Seymour.

As stated in the Code of Ethics, the Board of Ethics has sought, and will continue to seek, to discharge its duties and responsibility, to the community as a whole and to the community as individuals, on the highest ethical level. We provide this copy of our Code of Conduct, as a public service to all that are affiliated with the Town of Seymour.

BOARD OF ETHICS

George Balsamo, Deborah Zotti  
Co-Chairs / Secretaries

Michael Magut, Alex Danka