

CODE OF ETHICS EAST BRADFORD TOWNSHIP

All elected and appointed officials and all employees of East Bradford Township, Chester County, Pennsylvania, shall be guided in their actions by the following:

Conflict of Interest

- A. No elected or appointed official or employee of the Township shall:
- 1) Engage in any activity or take any action by virtue of his official position from which activity or action the official, or any other person or entity in whose welfare the official is interested, shall benefit or realize a gain or advantage. Such benefit, gain or advantage shall not, however, be construed to be prohibited if the action in question is in behalf of a group of citizens of the Township and such benefit and relationship is generally known and acknowledged.
 - 2) Solicit or accept, directly or indirectly, any gift, favor, service, commission or other consideration that might reasonably tend to influence that official in the discharge of the duties of office or appointment.
 - 3) Seek to influence, directly or indirectly, the awarding of any contract, plan or document where such official or employee is interested or would benefit directly or indirectly, financially or otherwise, from said contract. Such action is not intended to apply to actions of a Supervisor on behalf of a group or class of citizens of the Township who would benefit from the contract and such benefit and relationship is generally known and acknowledged and acting under the authority of the Second Class Township Code.
- B. Appointed Township volunteers and/or other acknowledged (by the Board of Supervisors) representative shall disclose to the Board of Supervisors, in writing, any time there is knowledge of a circumstance where either their employer or members of their family may be seeking to do business with the Township or where their proximity and/or relationship to another property owner or resident in the Township may unduly influence, directly or indirectly, their official action. Upon such disclosure, the Board of Supervisors may determine that such appointed Township volunteer and/or representative be separated from participation in such business. Willful failure of an appointed Township volunteer and/or representative to make such disclosure is cause for the Board of Supervisors to seek the resignation and/or removal of such person from the Township appointment.
- C. Any elected or appointed official of the Township or employee thereof having any direct or indirect financial interest as a partner or a stockholder of a corporation or an employee of a business entity which proposes to contract with the Township for the purchase or sale of land, materials, supplies or services of any kind shall fully disclose said interest and shall not vote on said contract. Holdings in a privately-held company or partnership of less than \$1,000 or 0.1% of a publicly traded corporation are exempt. Violation of this section shall render the contract void at the discretion of the Board of Supervisors.
- D. The Supervisors, the Township Manager, and any other elected or appointed official shall, upon taking office, file with the Township Secretary a statement of direct, indirect or beneficial ownership of real property in East Bradford Township or direct, indirect or beneficial interest in

any corporation, partnership or joint venture owning real property in East Bradford Township. This statement shall be revised promptly as required by any change in ownership.

Guidelines for Ethical Performance

- A. Elected officials and appointed volunteers (including Board of Supervisors acknowledged representatives) of the Township shall:
- 1) To the best of their ability, learn and observe the laws governing the conduct of officials and employees of the municipalities of Pennsylvania.
 - 2) Serve first the advancement of the public interest before the interest of any persons, factions or parties.
 - 3) Abide by policies duly established by the Board of Supervisors and adhere to the standard rules and procedures relating to the performance of East Bradford Township governmental functions.
 - 4) Strive at all times for civil conduct in keeping with the trust and dignity vested in public service.
 - 5) Strive to increase their knowledge and understanding of municipal government and improve their competence in the performance of the functions necessary to the operation of local government.
 - 6) Respect all Township equipment, books, records and information.
 - 7) Not use confidential information, to which they have access by virtue of their public office or position, to their personal advantage nor to the advantage or disadvantage of others.
 - 8) Not make available to anyone any services, tangible or intangible, that are not equally available under the law to others.
 - 9) Refuse personal gifts, favors, loans, services, payments and other inducements, made either directly to the official or employee or to a family member of the official or employee where there is reason to believe such gifts, favors or inducements are offered to influence their official actions in favor of the donor. Any in-kind and/or cash gift, favor, tip, service or other with a value over \$100.00 shall be disclosed to the Township Manager and/or Board of Supervisors who may require that such item be refused or returned. Nominal token gifts including holiday food baskets, calendars, and similar items may be accepted.
 - 10) Not convey to any person any information or advice not generally available to the public in any transaction, negotiation or litigation to which the Township is a party.
 - 11) Not use, or permit others to use, the power of public office or employment to solicit contributions from employees on behalf of any candidate for political office or any demand or infer that any Township employee should solicit contributions on behalf of any candidate for political office.

- 12) Disclose any potential conflict in the discourse of legislative action which would serve to bring some special benefit by the particular vote/action being rendered. Township officials should conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.
- 13) When using social media, refrain from presenting personal opinions in ways that imply endorsement by East Bradford Township. If posted material may reasonably be construed as implying the support, endorsement, or opposition of the Township with regard to any personal statements, including opinions or views on any issue, the material should be accompanied by an explicit statement that the individual is speaking for oneself and not as a representative of the Township. East Bradford Township maintains its own official sites, (e.g. website, social media), which are monitored by at least one Township employee to ensure accuracy of content. Use or establishment of Township-hosted sites must be approved by the Township. Establishing and/or representing a site as an official Township site without the express permission of the Township is prohibited.
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I have read the policy adopted by the Board of Supervisors of the Township of East Bradford entitled "Code of Ethics".

I accept the Code of Ethics and agree to comply with the Code of Ethics.

I understand that it is my responsibility to disclose in writing a full description of any activity, interest, or relationship on my part that could create or create the appearance of a conflict of interest or otherwise violate the provisions of the Code of Ethics or applicable state law as soon as practical after the inception of the activity, interest or relationship.

To the best of my knowledge and belief, I am not now engaged in any activity, interest or relationship that would create or appear to create a conflict of interest or violation of the Code of Ethics except as indicated below.

I therefore expressly agree to act in accordance with this Code of Ethics.

The only situations that could possibly give rise to the appearance of a conflict of interest or violation of the Code of Ethics is/are as follows:

Date: _____

Signature: _____

Print Name: _____

Submitted for the year: _____