

**GREENWICH BOARD OF ETHICS  
THE CODE OF ETHICS**

1. **ETHICS CODE.** A code of Ethics is established for all town officers.
2. **DEFINITION.** (1) Indirect interest, without limiting its generality, shall mean and include the interest of any subcontractor in any prime contract with the town and the interest of any person or his immediate family in any corporation, firm or partnership which has a direct or indirect interest in any transaction with the town. (2) Substantial financial interest shall mean any financial interest, direct or indirect, which is more than nominal and which is not common to the interest of other citizens of the town. (3) Town officer shall mean and include any official, employee, agent, consultant or member, elected or appointed, of any board, department, commission, committee, legislative body or other agency of the town. (4) Transaction shall mean and include the offer, sale or furnishing of any real or personal property, material, supplies or services by any person, directly or indirectly, as vendor, prime contractor, subcontractor or otherwise, for the use and benefit of the town for a valuable consideration, excepting the services of any person as a town officer.
3. **GIFTS AND FAVORS.** No town officer or his immediate family shall accept any valuable gift, thing, favor, loan or promise which might tend to influence the performance or nonperformance of his official duties.
4. **IMPROPER INFLUENCE.** No town officer having a substantial financial interest in any transaction with the town or in any action to be taken by the town shall use his office to exert his influence or to vote on such transaction or action.
5. **DISCLOSURE OF FINANCIAL INTERESTS.** Within thirty (30) days after the end of each fiscal year each town officer having a substantial financial interest in one (1) or more transactions with the town totaling one hundred dollars (\$100.00) or more in the year shall file a written statement disclosing his position as a town officer, the nature of his interest in each transaction and the total amount received from such transactions during such year. Such statements shall be signed under oath and in form prescribed by the Board of Ethics and shall be filed in the office of the Town Clerk.
6. **VIOLATIONS AS CAUSE FOR REMOVAL.** The violation by any town officer of any of the provisions of this Code shall, upon recommendation of the Board of Ethics, constitute good and sufficient cause for proceedings for his suspension or removal from office.
7. **BOARD OF ETHICS; MEMBERSHIP; TERM; VACANCY.** (a) There shall be established a Board of Ethics in and for the town. (b) The Board shall consist of five (5) members who shall be appointed by the Representative Town Meeting on nomination by the Board of Selectmen. Appointments shall be for terms of three (3) years, commencing on April 1. (c) Vacancies in the membership of the Board shall be filled for the unexpired portion of a term of the same manner as regular appointments. All members shall be electors of the town and shall hold no other town office. The members shall elect a Chairman and Secretary.

8. **COMPLAINTS PROCEDURE; ADVISORY OPINION; REPORT.** (a) The Board of Ethics shall receive all complaints of violations of this Article, shall investigate the same and, after giving the town officer concerned an opportunity to be heard, shall make such findings and recommendations as it may deem appropriate in each case. (b) Upon written request of any town officer, the Board shall render an advisory opinion to such town officer with respect to this Article and shall include all such advisory opinions in its annual report with such deletions as may be necessary to prevent disclosure of the identity of town officers requesting the opinion. (c) Within three (3) months after the end of each fiscal year the Board shall prepare and submit to the Board of Selectmen and to the Representative Town Meeting an annual report of its actions during the preceding year and its recommendations. Additional reports, opinions and recommendations may be submitted by the Board to the Board of Selectmen and the Representative Town Meeting at any time.

#### YOUR BOARD OF ETHICS A DESCRIPTION AND PROCEDURES

**WHAT IT DOES:** It functions primarily in two ways – as a judicial body which reviews complaints of violations of the code and as a counseling body which provides confidential advisory opinions to Town Officers.

**PRINCIPAL POWERS & DUTIES:** Complaints of violations of the Code of Ethics will be investigated by the Board. Its finding that a violation had occurred could enable proper agencies to start any appropriate action including removal proceedings against the violator.

Advisory opinion will be furnished to the Town Officers who request them. The right to request such opinions is a valuable privilege, and should be availed of whenever any doubt exists. The Code requires all such opinions to be kept confidential to protect Town Officers from unwarranted publicity.

**HOW TO MAKE COMPLAINT OR REQUEST:** Complaints and requests for advisory opinions may be made to the Board care of the Town Hall. The Board will consider only those complaints or requests for advisory opinions that are made in writing.