



Town of Groton

Conflict of Interest Policy

I. PURPOSE AND SCOPE

It is the policy of the Town of Groton that employees comply with the provisions of Massachusetts General Law Chapter 268A which govern the conduct of public employees.

II. POLICY

In accordance with the General Rules under the Conflict of Interest Law, employees may not:

1. Ask for or accept anything (regardless of its value), if offered in exchange for agreeing to perform or not perform an official act. All solicitations should be reported to the employee's supervisor.
2. Ask for or accept anything of nominal value from anyone with whom the employee has official dealings. Examples may include: sports tickets, travel expenses, conference fees, free use of vacation homes and/or complimentary tickets to charitable events. If an employee is offered a gift that is prohibited the employee may: refuse it, return it, donate it to a non-profit, or pay the giver the full value. A public employee may keep gifts provided it remains in the office and never goes to the employee's home.
3. Hire, promote, supervise, or otherwise participate in the employment of an immediate family member that is defined by G.L. c. 268A s.1 as the employee and his spouse, and their parents, children, brothers and sisters.
4. Take any type of official action that will affect the financial interests of an employee's immediate family member or spouse's immediate family member that is defined by G.L. c. 268A s.1 as the employee and his spouse, and their parents, children, brothers and sisters.
5. Take any official action affecting their own financial interest, or the financial interest of a business partner, private employer, or any organization for which they serve as an officer, director or trustee.
6. Disclose confidential information, data or material that was gained or learned as a public employee.
7. Take any action that could create an appearance of impropriety, or could cause an impartial observer to believe their official actions are tainted with bias or favoritism, unless a proper public disclosure-including all the relevant facts has been made.
8. Use their official position to obtain unwarranted privileges, or any type of special treatment, for themselves or anyone else. For instance: an employee may not approach

his/her subordinates, vendors whose contracts he/she oversees, or people who are subject to his/her official authority to propose private business dealings.

9. Use public resources for political or private purposes. Examples may include: office computers, phones, fax machines, postage machines, copiers, Town cars.
10. After leaving public service, take a job involving public contracts or any other particular matter in which they participated as a public employee.

Employees may seek free and confidential legal advice from the State Ethics Commission regarding how the law would apply to a particular situation by calling (617) 727-0060.

An employee found to be in violation of this policy shall be subject to discipline up to and including termination from employment.