



TOWN OF MONTGOMERY INDUSTRIAL DEVELOPMENT AGENCY CODE OF CONDUCT POLICY

Upholding Integrity, Accountability, and Public Trust

Preamble

This Code of Conduct Policy sets forth the standards of behavior and ethical expectations for Town of Montgomery industrial Development Agency (“TOMIDA”) appointed officials and employees. It is designed to foster integrity, transparency, and accountability, ensuring that all actions taken by appointed officials reflect the highest standard of public service and maintain the trust of the community.

1. Commitment to the Public Interest

- Appointed officials and employees shall act solely in the best interests of the public, putting community welfare above personal or private interests.
- Decisions shall be made with fairness, impartiality, and without favoritism.

2. Integrity and Honesty

- Appointed officials and employees must carry out their duties with honesty, truthfulness, and in good faith.
- No official shall knowingly make misleading statements, falsify documents, or otherwise misrepresent facts.

3. Accountability and Responsibility

- Appointed officials and employees are accountable for their actions and decisions, both individually and collectively.
- Appointed officials are expected to participate in at least two thirds of the monthly TOMIDA meetings on an annual basis.
- Appointed officials and employees shall accept responsibility for the consequences of their decisions and be prepared to explain and justify them to the public or oversight authorities.

4. Transparency and Openness

- Appointed officials and employee shall promote transparency by conducting business openly and by providing accurate, clear, and timely information to the public, except where restricted by law or confidentiality agreements.
- Conflicts of interest, whether real or perceived, must be disclosed promptly and managed appropriately.

5. Respect for Law and Policy

- Appointed officials and employees must comply with all applicable laws, regulations, and policies in the performance of their duties.
- They shall uphold the principles of justice and due process, and respect the rights and dignity of every individual.

6. Ethical Use of Resources

- Public resources, including funds, property, and information, shall be used judiciously and only for official purposes.
- No appointed official may use their position for personal gain, nor accept gifts or favors that could influence, or appear to influence, their decisions.

7. Professionalism and Respect

- Appointed officials and employees shall conduct themselves with professionalism, courtesy, and respect toward colleagues, staff, and the public at all times.
- Discrimination, harassment, and abuse of any kind are strictly prohibited.

8. Confidentiality

- Information obtained in the course of official duties that is not publicly available shall be treated as confidential, and shall not be disclosed except as authorized by law.
- Appointed officials and employees shall not use confidential information for personal advantage or to benefit others.

9. Reporting and Enforcement

- Suspected violations of this Code should be reported promptly to the appropriate authority.
- Appointed officials and employees found to be in violation may be subject to disciplinary action in accordance with established procedures. Officials will be referred to the Town of Montgomery Town Board for disciplinary action. Employees will be referred to the TOMIDA Board for disciplinary action.

10. Commitment to Continuous Improvement

- Appointed officials and employees shall seek opportunities to improve their knowledge, skills, and ethical awareness, keeping abreast of best practices in governance and public administration.

By adhering to this Code of Conduct, appointed TOMIDA officials and employees affirm their dedication to ethical leadership and the highest ideals of public service.