

**Chapter 41
TOWN OF PETERBOROUGH CODE OF ETHICS**

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[HISTORY: Adopted by Town Meeting 3-14-98 as Art. 11. Amendments noted where applicable.]

§ 41-1 Acceptance.

The Town votes to adopt a Code of Ethics for public servants of the Town of Peterborough, public servants being all elected and appointed officials of the Town, all full-time and part-time employees of the Town , whether paid or unpaid, and all volunteers who serve the Town, or take and other action relating thereto.

§ 41-2 Policy Statement.

As citizens of the Town of Peterborough, we appreciate that we live in a community where people relate to each other with openness, honesty, fairness, and respect. We honor these values, and seek to live by them in our own lives.

In the conduct of our public affairs, we expect those who serve our community as public servants to act in accordance with these same values. As public servants, we mean to include all elected and appointed officials of the Town; all full-time and part-time employees of the Town, whether paid or unpaid; and all volunteers who serve us on behalf of the whole community.

We place our trust in these individuals, and have confidence they will serve us knowledgeably, responsibly and effectively, having in their hearts and minds the best interests of our entire community. Specifically, we ask each of them to subscribe to the following guidelines of a Code of Ethics we have adopted for our community.

§ 41-3 Conducting Business.

Public servants will demonstrate the highest standards of personal integrity, truthfulness, honesty, and dedication in all public actions and activities in order to inspire public confidence and trust.

§ 41-4 Discrimination.

Public servants will conduct their business with the highest standards of honesty, reliability, consistency, and fairness, and treat all fellow workers and citizens with dignity and respect. No person will be discriminated against because of age, race, religion, sex, national origin, disability, or sexual orientation. Public servants should ensure that the interest of the community and fairness to all are their primary considerations.

§ 41-5 Equal Treatment.

Public servants will extend fair and equal treatment to all Town officials, Town employees, volunteers performing service to the Town, contractors working for or providing goods or services to the Town, and

the general public. No special consideration, advantage or favor shall be given to any person or entity as a result of public status, wealth, position, or personal relationship.

§ 41-6 Confidentiality.

Public servants will respect and safeguard confidential or privileged information that may be acquired in the performance of duties and responsibilities for the Town.

§ 41-7 Law Abiding.

Public servants shall, in their public position, implement and abide by applicable New Hampshire laws, and all written administrative rules, policies, and procedures established by the Town's Board of Selectmen, or by specifically designated Town officials.

§ 41-8 Conflicts of Interest.

Public servants shall avoid any potential or actual conflict of interest in the performance of duties and responsibilities. A conflict of interest might arise in a situation in which a person, designated to act on behalf of the entire community, uses his or her personal contacts or position to advance his or her own private business or financial interests.

Public servants are expected to avoid placing themselves in positions involving a conflict of interest, and also to avoid any situations in which a conflict of interest may appear to exist.

In cases where a conflict may exist, public servants should disclose the related matter of personal or financial interest to the appropriate person or committee. Matters of personal interest, which need full disclosure, may include but are not limited to, family relationships and financial interest. If the real or perceived interest is determined to be self-serving and not in the public interest, that person should disqualify themselves from participating in the particular action or transaction in question.

§ 41-9 Accepting Gratuities.

Public servants should utilize discretion in accepting gratuities, staying within limits of what would be considered a nominal value and/or part of the natural process of relationship between friends and colleagues.

§ 41-10 Responsibility for the Code of Ethics.

No Code of Ethics can address all situations which may arise in the course of duties performed on behalf of the Town. Personal judgment and common sense are the primary basis for consideration. In cases where doubt occurs or one becomes aware of an apparent violation of this code, individuals are encouraged to speak with their immediate Supervisor, The Town Administrator, Board or Committee chairperson, or the Town's Board of Selectmen. Seeking advice is the responsibility of the individual. To avoid this counsel does not excuse the individual for having a conflict of interest or otherwise acting in violation of this code.

This code of Ethics does not replace written administrative rules, policies, and procedures established by the Town.