

Code of Conduct

Town of Jonesport, Maine

I. Purpose and Applicability

The purpose of this Code of Conduct is to establish standards of ethical behavior to ensure that the Town of Jonesport maintains the highest level of public trust with its officers and employees or agents engaged in the selection and/or award or administration of the federal Contract. This code applies to all elected officials, appointed board and committee members, and municipal employees (Covered Individuals).

II. Fundamental Principles

- **Public Interest First:** Covered Individuals shall serve the best interests of all Jonesport residents, prioritizing the common good over real or apparent personal or political gain.
- **Integrity and Honor:** Covered Individuals shall conduct themselves with honesty and integrity in both public and personal relationships to merit the respect of the community.
- **Respect and Civility:** All interactions with colleagues, staff, and the public must be respectful. Abusive conduct, personal attacks, and disparaging remarks are strictly prohibited.
- **Discrimination:** No individual may be discriminated on or harassed based on any category protected by law, including but not limited to race, color, religion, sex, or disability.
- **Conflict of Interest:** No Covered Individuals shall participate in or vote on any matter where they have a direct or indirect financial interest.
- **Disclosure and Recusal:** Covered Individuals must disclose potential conflicts of interest to their respective boards and disclose to grantors and other passthrough entities in accordance with 2 CFR 200.110. When a conflict exists, the individual must recuse themselves from all discussion and voting on that matter.
- **Confidentiality:** Sensitive information discussed in executive sessions or obtained through official duties must remain confidential and cannot be used for personal advantage.
- **Gifts, Favors and Financial Interest:** Covered Individuals shall neither solicit nor accept gifts, favors, or special privileges from any person or group that could appear

to influence their official actions. Covered Individuals shall neither solicit nor accept gifts from contractors, service providers, subcontractors or others subject to funding under the grant. 2 CFR 200.318 This section is not intended to prohibit customary gifts (such as birthday gifts) from and between family members and close friends provided there is no intent to influence official actions.

- **Fraud:** Covered Individuals are required to report suspected bribery, fraud or gratuity violations to the Town official and to the grantor, as may be required by the Grant requirements.

IV. Conduct at Public Meetings

- **Professionalism:** Public meetings shall focus on tasks and policies, not personalities. Covered Individuals should practice active listening and encourage participation from all sides.
- **Town Meeting Rules:** During Town meetings, participants must follow the moderator's lead, speak only when recognized, and remain silent at the moderator's command.

V. Enforcement and Penalties

- **Accountability:** Covered Individuals are responsible for adhering to this code and reporting suspected violations.
- **Chain of Command:** The Select Board shall act as a body and deal with administrative services solely through the Selectboard or designated administrator.
- **Sanctions for Elected Officials:** Violations may result in a letter of reprimand, public censure, or a formal request for voluntary resignation by a majority vote of the Select Board.
- **Sanctions for Appointed Officials:** Violations may result in a letter of reprimand, public censure, or revocation of appointment by a majority vote of the Select Board.
- **Employee Discipline:** Violations by town employees will be handled according to established personnel policies as deemed necessary or appropriate by the Selectboard.