
CONDUCT OF EMPLOYEES

ETHICAL CONDUCT*

Pursuant to the provisions of the Local Government Ethics Law:

1. No employee, board member or member of his or her immediate family will have an interest in a business organization or engage in any business, transaction or professional activity, which is in substantial conflict with the proper discharge of his or her duties in the public interest.
2. No employee or board member should use or attempt to use his or her official position to secure unwarranted privileges or advantages for him or herself or others.
3. No employee or board member should act in his or her official capacity in any matter wherein he or she, a member of his or her immediate family, or business organization in which he or she has an interest, has a direct or indirect personal or financial interest that might reasonably be expected to impair his or her objectivity or independence of judgment.
4. No employee or board member should undertake any employment or service, whether compensated or not, which might reasonably be expected to prejudice his or her independence of judgment in the exercise of his or her official duties.
5. No employee, board member, or member of his or her immediate family, or business organization in which he or she has an interest, should solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan contribution, service, promise or other thing of value was given or offered for the purpose of influencing him or her directly or indirectly in the discharge of his or her official duties.
6. No employee or board member will use, or allow to be used, his or her public employment, or any information, not generally available to members of the public, which he or she receives or acquires in the course of and by reason of his or her employment, for the purpose of securing financial gain for himself or herself, any member of his or her immediate family, or any business organization with which he or she is associated.
7. No employee, board member or business organization in which he or she has an interest will represent any person or party other than the Employer in connection with any cause, proceeding, application or other matter pending before any agency in the local government in which he or she serves. An employee or members of his or her immediate family may represent himself or herself in proceedings concerning the employee's own interests.

POLITICAL ACTIVITY POLICY*

Employees and board members have exactly the same right as any other citizen to join political organizations and participate in political activities, as long as they maintain a clear separation between their official responsibilities and their political affiliations. Employees and board members are prohibited from engaging in political activities while performing their public duties and from using Monroe Municipal Utilities Authority time, supplies or equipment in any political activity. Any violation of this policy must be reported to the Supervisor, Department Head, Executive Director, Human Resources Manager, or the Authority Solicitor.

CONFLICT OF INTEREST POLICY

Employees including Monroe Municipal Utilities Authority officials must conduct business according to the highest ethical standards of public service. Employees are expected to devote their best efforts to the interests of the Monroe Municipal Utilities Authority. Violations of this policy will result in appropriate discipline including termination.

The Monroe Municipal Utilities Authority recognizes the right of employees and board members to engage in outside activities that are private nature and unrelated to Monroe Municipal Utilities Authority business. However, business dealings that appear to create a conflict between the employee or board member and the Monroe Municipal Utilities Authority's interests are unlawful under the New Jersey Local Government Ethics Act. Under the act, certain employees and officials are required to annually file with the Monroe Municipal Utilities Authority clerk a state mandated disclosure form. The Monroe Municipal Utilities Authority clerk will notify employees and Monroe Municipal Utilities Authority officials subject to the filing requirements of the Act.

A potential or actual conflict of interest occurs whenever an employee including a Monroe Municipal Utilities Authority official is in a position to influence a Monroe Municipal Utilities Authority decision that may result in a personal gain for the employee or an immediate relative including a spouse or significant other, child, parent, stepchild, sibling, grandparents, daughter-in-law, son-in-law, grandchildren, niece, nephew, uncle, aunt or any person related by blood or marriage residing in an employee's household. Employees are required to disclose possible conflicts so that the Monroe Municipal Utilities Authority may assess and prevent potential conflicts. If there are any questions whether an action or proposed course of conduct would create a conflict of interest, immediately contact the Executive Director or the Authority Solicitor to obtain clarification.

Employees are allowed to hold outside employment as long as it does not interfere with their Monroe Municipal Utilities Authority responsibilities. Employees are prohibited from engaging in outside employment activities while on the job or using Monroe Municipal Utilities Authority time, supplies or equipment in the outside employment activities. The Executive Director may request employees to restrict outside employment if the quality of Monroe Municipal Utilities Authority work diminishes. Any employee who holds an interest in, or is employed by, any business doing business with the Monroe Municipal Utilities Authority must submit a written notice of these outside interests to the Executive Director.

Employees or board members may not accept donations, gratuities, contributions or gifts that could be interpreted to affect their Monroe Municipal Utilities Authority duties. Under no circumstances accept donations, gratuities, contributions or gifts from a vendor doing business with or seeking to do business with the Monroe Municipal Utilities Authority or any person or firm seeking to influence Monroe Municipal utilities Authority decisions. Employees and board members are required to report to the Executive Director all gifts, gratuities, meals, etc. that is in violation of this policy.