

**Clifton Park Industrial Development Agency
Code of Ethics**

1. **Definition:** As used in this Code of Ethics the term “agency employee” shall mean any director, officer or employee of the Agency.
2. **Rule with respect to conflicts of interest:** No Agency employee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature, which is in substantial conflict with the proper discharge of his or her duties in the public interest.
3. **Standards:**
 - a. No Agency employee should accept other employment which will impair his or her independence of judgment in the exercise of his or her official duties.
 - b. No Agency employee should accept employment or engage in any business or professional activity which will require the employee to disclose confidential information which he or she has gained by reason of his or her official position or authority.
 - c. No Agency employee should disclose confidential information acquired by the employee in the course of his or her official duties nor use such information to further his or her personal interests.
 - d. No Agency employee should use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself or herself or others.

- e. No Agency employee should engage in any transaction as representative or agent of the Agency with any business entity in which he or she has a direct or indirect financial interest that might reasonably tend to conflict with the proper discharge of his or her official duties.
- f. An Agency employee should not by his or her conduct give reasonable basis for the impression that any person can improperly influence such employee or unduly enjoy his or her favor in the performance of his or her official duties, or that he or she is affected by the kinship, rank, position or influence of any party or person.
- g. An Agency employee should abstain from making personal investments in enterprises which he or she has reason to believe may be directly involved in decisions to be made by the employee or which will otherwise create substantial conflict between his or her duty in the public interest and his or her private interest.
- h. An Agency employee should endeavor to pursue a course of conduct which will not raise suspicion among the public that he or she is likely to be engaged in acts that are in violation of his or her trust.
- i. No Agency employee employed on a full-time basis nor any firm or association of which such employee is a member nor corporation a substantial portion the stock of which is owned or controlled directly or indirectly by such employee, should sell goods or services to any person, firm, corporation or association which receive financial assistance from the Agency.

- j. If an Agency employee shall have a financial interest, direct or indirect, having a value of ten thousand dollars or more in any activity which is the subject of an Agency Project (as such term is defined in Article 18-A or the General Municipal Law), he or she must file with the Agency a written statement that he or she has such a financial interest in such activity which statement shall be open to public inspection.
 - k. No Agency employee shall accept or arrange for any loan or extension of credit from the Agency or any affiliate of the Agency.
4. **Violations**: In addition to any penalty contained in any other provision of law any such agency employee who shall knowingly and intentionally violate any of the provisions of this Code of Ethics may be fined, suspended or removed from office or employment in the manner provided by law.