

## Ethics Law Guide

Every employee and person in Village government must comply with the provisions of the Village's Ethics Law. The law established specific standards of conduct and restricts certain business and professional activities. Village employees may not engage in, nor give the appearance of engaging in, dishonest or unethical actions. As an employee, you must follow the law and may not use your position as an employee to get special benefits for yourself or anyone else. Violations of the ethics law can carry heavy fines and can result in suspension, demotion, or termination.

This handout is intended covers common issues and should not be considered a comprehensive legal document. This list does not cover everything.

1. GIFTS: Gifts may give the impression that you are using your position to receive perks and this erodes trust in Village government. Gifts may include meals, money, tickets to a game or anything of value. All Village public servants are forbidden from taking any gifts from anyone doing business with the Village except on family, social, holiday or civic occasions, provided the gifts do not exceed \$50 from a single source in any one calendar year. This would not prohibit gifts of baked goods, fruit or candy to Village departments at holiday time, which are not directed to any particular person, but are left in the department for all to enjoy.
2. TIME AND RESOURCES: Village time and Village equipment may not be used to run outside businesses or political campaigns. For example, you can't use Village tools or the Village garage to repair your personal automobile. You may not run a private business or attend to your personal matters on Village time. Occasional incidental personal use of time or equipment for things other than an outside business or campaign might be allowed, but check with the Village Manager first.
3. MISUSE OF POSITION: You cannot use your position to get benefits for yourself or anyone else. You cannot use Village letterhead or any Village uniform for non-village purposes. You cannot use your position to get any special treatment.
4. OUTSIDE JOBS: You cannot work for any private entity that has matters before the Village or does business with the Village as it creates or appears to create a conflict with your public duties.
5. POST-EMPLOYMENT: If you leave the Village and move to the private sector, you may have restrictions about appearing before the Village or rendering services. Post-employment restrictions depend on your position with the Village.
6. FINANCIAL DISCLOSURE: Certain people, including policy-makers, must file annual disclosure statements.