

**GLEN COVE LOCAL ECONOMIC ASSISTANCE CORPORATION
CODE OF ETHICS AND CONFLICTS OF INTEREST POLICY**

I. Introduction and Purpose:

The members of the Glen Cove Local Economic Assistance Corporation (the “Agency”) have adopted this code of ethics (this “Code”) with respect to the Agency’s members, officers and employees (collectively, the “Representatives”). The purpose of having this Code is to protect the credibility and reputation of the Agency by ensuring high standards of honesty, integrity, and conduct on the part of its Representatives. This Code articulates the ethical standards to be observed by the Representatives in pursuing and implementing the Agency’s corporate purposes, and setting rules and policies that prevent conflicts of interest. Each Representative has been provided with a copy of this Code and is required to review it annually.

A “conflict of interest” is a situation in which the financial, familial or personal interests of a Representative of the Agency come into actual or perceived conflict with their duties and responsibilities to the Agency. Perceived conflicts of interest are situations where there is the appearance that a Representative can personally benefit from actions or decisions made in their official capacity, or where a Representative may be influenced to act in a manner that does not represent the best interests of the Agency. The perception of a conflict may occur if circumstances would suggest to a reasonable person that a Representative may have a conflict.

While it is not possible to describe or anticipate all the circumstances that might involve a conflict of interest, a conflict of interest may arise when a Representative has or will have:

- a. a financial or personal interest in any person, firm, corporation or association which has or will have a transaction, agreement or other arrangement in which the Agency participates;
- b. the ability to use his or her official position, confidential information or the assets of the Agency, to his or her personal advantage;
- c. solicited or accepted a gift under circumstances in which it could reasonably be inferred that the gift was intended to influence him or her, or could reasonably be expected to influence him or her, in the performance of his or her official duties or was intended as a reward for any action on his or her part;
- d. any other circumstances that may or appear to make it difficult for the Representative to exercise independent judgment and properly exercise his or her official duties.

II. Definitions:

- a. “General Counsel” shall mean the person or firm designated by the members of the Agency from time to time as the general counsel of the Agency.
- b. “Immediate Family” means a spouse, domestic partner, unemancipated child and, if they live with the Representative for more than three (3) months in any particular calendar year, a parent or sibling.
- c. “Owner” means a person having an interest in a business, firm, enterprise or association that exceeds 5% of the beneficial ownership thereof or an investment of \$50,000 in cash or other form of commitment therein, whichever is less, or 5% or \$50,000 of the entity’s indebtedness, whichever is less, and any lesser interest in a business, firm, enterprise or

association when the person exercises managerial control or responsibility regarding any such business, firm, enterprise or association, but shall not include interests held in any pension plan, deferred compensation plan or mutual fund, the investments of which are not controlled by the person, or in any blind trust that holds or acquires an ownership interest in such business, firm, enterprise or association.

III. Standards:

- a. Each Representative shall comply with and adhere to the provisions of Article 18 of the General Municipal Law of the State of New York (Conflicts of Interest) (“Article 18”), as amended from time to time, and shall comply, in all material respects, with the provisions of this Code.
- b. Without in any way limiting the requirements and prohibitions set forth in Article 18 that apply to the Agency, (i) no Representative shall participate in any decision or take any official action with respect to any matter requiring the exercise of discretion, including discussing the matter and voting, when he or she knows or has reason to know that the action could confer a direct or indirect financial or material benefit on the Representative, a member of the Representative’s Immediate Family or on a business, firm, enterprise or association of which the Representative is an Owner; and (ii) all Representatives must recuse themselves from deliberations, votes or internal discussion on matters relating to any organization, entity or individual where their impartiality in the deliberation or vote could reasonably be questioned. Representatives are reminded that, under certain circumstances set forth in Article 18, recusal from deliberations or participation may not be a permissible remedy.
- c. A Representative shall not accept other employment or engage in any business or professional activity if (i) it impairs or may impair his or her independence of judgment in the exercise of his or her duties for the Agency, or (ii) it interferes or may interfere with the Representative’s ability to properly perform his or her official duties with the Agency.
- d. A Representative shall not accept employment or engage in any business or professional activity that requires him or her to disclose confidential information which he or she has gained by reason of his or her position with the Agency. Confidential information acquired by a Representative in the course of his or her duties for the Agency shall be held in strict confidence, except when disclosure is required by applicable law, and shall not be used for personal gain by the Representative or for the personal gain of his or her Immediate Family or others. A Representative shall not transmit any information about the Agency or its deliberations or decisions or any other information obtained from the Agency to any other person, except to the extent the information is otherwise publicly available or such disclosure is required by applicable law.
- e. A Representative shall not accept any valuable gift, whether in the form of services, loan, thing, promise or any other form from any person, business, firm, enterprise or association which, to his or her knowledge, is interested, directly or indirectly, in any manner whatsoever, in business or professional dealings with the Agency, where the circumstances would permit the inference that: (1) the gift is intended to influence the individual in the performance of official business, or (2) the gift constitutes a tip, reward or sign of appreciation for any official act by the individual; provided, however, this standard shall not prohibit the acceptance of gifts having a value of less than \$75 per annum per individual or entity making such gift(s). By way of example and not of limitation, (i) a meal served at a business meeting to all persons attending such meeting shall not be prohibited by this standard, and (ii) tickets to sporting or other events

unrelated to the business of the Agency would be subject to the application of this standard. This prohibition extends to any form of financial payments, services, loans, travel reimbursement, entertainment, hospital, thing or promise from any person, business, firm, enterprise or association which, to his or her knowledge, is interested, directly or indirectly, in any manner whatsoever, in business or professional dealings with the Agency.

- f. A Representative shall not use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself, herself, his or her Immediate Family or others.
- g. A Representative shall not engage in any transaction as representative of the Agency with any business, firm, enterprise or association (1) in which he or she is an Owner, (ii) in which he or she has any other direct or indirect financial interest that conflicts with the proper discharge of his or her official duties, or (iii) for which he is acting as an attorney, agent broker or representative.
- h. A Representative shall not by his or her conduct give reasonable basis for the impression that any person can improperly or unduly influence him or her, 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, relationship or influence of any party or person. A Representative shall not act in violation of their public trust.
- i. No Representative nor any firm, business, enterprise or association of which such Representative is an Owner shall sell goods or services to any person, business, firm, enterprise or association which receives financial assistance from the Agency.
- j. A Representative shall not accept or arrange for himself or herself or for his or her Immediate Family any loan or extension of credit from the Agency or any affiliate of the Agency.
- k. A Representative shall refrain from making personal investments in a firm, business, enterprise or association (i) which they have reason to believe may be directly involved in official action to be made by such Representative, or (ii) based on confidential information available to the Representative through their official duties, or (iii) which will otherwise create substantial conflict between their official duties and their private interest.
- l. A Representative shall conduct his or her actions in the performance of his or her official duties in a manner which will not raise suspicion in the eyes of the public that such Representative is likely to compromise such Representative's independence of judgment in the exercise of his or her duties for the Agency.
- m. A Representative shall not use the Agency's property (including equipment, telephones, vehicles, computers or other resources) in violation of any applicable law, rule or regulation, or any policy or procedure adopted by the Agency.

IV. Disclosure Procedure:

- a. A Representative who has or believes that he or she has a financial or other private interest, direct or indirect, or whose Immediate Family has or the Representative believes

has a financial or other private interest, direct or indirect, in the outcome of any decision made by the Agency, shall publicly disclose, in writing and in good faith, such interest or perceived interest and the material facts related thereto. Such disclosure shall be made by the Representative to the Governance Committee and/or the Agency's Ethics Officer.

- b. A copy of each disclosure made pursuant to Paragraph IV(a) above shall be filed and maintained by the Agency as part of the official record of the proceedings of the Agency and shall be provided to the members of the Agency.
- c. The Governance Committee and/or the Ethics Officer shall advise the Representative making the disclosure how to proceed. The Governance Committee and/or the Ethics Officer should seek guidance from General Counsel or from appropriate New York State agencies, such as the Authorities Budget Office, the State Inspector General or the Joint Commission on Public Ethics (JCOPE) when dealing with cases where they are unsure how to proceed.
- d. If, at any time, a Representative is in doubt as to the applicability or proper application of any provision of this Code, such Representative shall immediately make the facts and circumstances known to General Counsel and shall comply with any instructions given to such Representative by General Counsel.
- e. Except as otherwise directed by such instructions from General Counsel, the Governance Committee or the Ethics Officer, the Representative shall refrain from making any decision or taking any action that he or she believes is, or might be, in violation of any provision of this Code. Each Representative is prohibited from attempting to influence other members, officers and employees of the Agency in their deliberations and decisionmaking related to a matter for which such Representative has an actual or perceived conflict of interest.
- f. The minutes of the Agency or Governance Committee meetings during which a perceived or actual conflict of interest is disclosed or discussed shall reflect the name of the interested Representative, the nature of the perceived or actual conflict of interest, and a description of how the conflict or perceived conflict was resolved.
- g. Representatives shall promptly report any violations of this Code to General Counsel or the Ethics Officer in accordance with the Agency's Whistleblower Policy.

V. Future Employment:

No Representative shall, within a period of two (2) years after the termination of his or her service to or employment by the Agency, appear before the Agency or advocate to the Agency or any of its members on behalf of any person, business, firm, enterprise or association in relation to any proceeding, matter, case or application with respect to which such Representative was directly concerned or involved during the period of his or her service to or employment by the Agency.

VI. Ethics Officer.

The members of the Agency shall designate a member, officer or employee of the Agency to serve as the Ethics Officer of the Agency. In the event of a vacancy of such office, the Chairman of the Agency

shall serve as the Ethics Officer until such time as the members of the Agency appoint a successor Ethics Officer.

The Ethics Officer shall report directly to the members of the Agency. The Ethics Officer shall have the following duties and responsibilities, together with such other duties and responsibilities as prescribed by the members of the Agency: (1) advise each member, officer and employee of the Agency who seeks guidance with respect to compliance with this Code and applicable laws, rules and regulations related to ethical behavior; (2) receive, investigate and, if warranted, dismiss complaints regarding possible violations of this Code and applicable laws, rules and regulations related to ethical behavior; (3) prepare investigative reports of such officer's findings to be submitted for action by the Executive Director or the members of the Agency; and (4) record the receipt of gifts or gratuities of any kind received by a member, officer or employee of the Agency, who shall notify the Ethics Officer within 48 hours of receipt of any such gifts and gratuities.

VII. Waivers:

The members of the Agency may, on a case by case basis, upon resolution duly adopted and after full disclosure to them of all relevant facts, waive any of the foregoing standards in any particular circumstance, subject to applicable law.

VIII. Violations:

In addition to any penalty contained in any other provision of law, rule or regulation, any Representative who shall knowingly and intentionally violate any of the provisions of this Code may be fined, suspended or removed from office or employment with the Agency in the manner provided by law.

IX. Severability:

The various provisions of this Code are explicitly intended to be construed to be in addition to the requirements of Article 18 of the General Municipal Law and Section 2824 of the Public Authorities Law. Should any portion of this Code be determined to be unconstitutional or improper, said determination shall have no bearing on the severable remainder of this Code.

The aforementioned Code of Ethics/Conflict of Interest Policy supersedes 9/30/14 policy and shall be in effect upon the date of its adoption January 12, 2016.