



# Town of Simsbury

933 HOPMEADOW STREET  
06070

P.O. BOX 495

SIMSBURY, CONNECTICUT

*Mary A. Glassman - First Selectman*

## CODE OF THE TOWN OF SIMSBURY, CONNECTICUT PART I ADMINISTRATIVE LEGISLATION / Chapter 13, ETHICS, CODE OF / Acknowledgment Form and Charter Section 1103

I have read Section 1103 of the Charter of the Town of Simsbury, the Code of Ethics Ordinance, and the Guidelines issued thereunder. I understand my responsibilities as a member of \_\_\_\_\_, an employee of the Town or a consultant \_\_\_\_\_, and I am in compliance with the Charter and the Code of Ethics. I have indicated in the space below any areas of conflict should they arise in matters before our board, commission, agency or department, and I agree to report any future conflicts under the provisions of Section 1103 of the Charter.

Areas of Exception:

### CONFLICTS OF INTEREST - SECTION 1103

CONFLICTS OF INTEREST. It is hereby declared to be the policy of the Town that any elected or appointed officer, any member of any board or commission or any employee of the Town who has a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or any board or commission, shall disclose that interest to the Board of Selectmen, which shall record such disclosure upon the official record of its meetings. Such disclosure of a financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or of any board or commission shall disqualify such elected or appointed official or such member of a board or commission or such Town employee from participation in the awarding, assignment or discussion of said contract, transaction or decision. Violation by any such official, board or commission member or employee of the provisions of this section shall be grounds for his/her removal.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Name (Please Print)

Code of Ethic Acknowledgement Form 2009

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*An Equal Opportunity Employer*  
8:30 - 7:00 Monday  
8:30 - 4:30 Tuesday through Friday

## **Instructions for the Acknowledgment Form**

Thank you for your service to the Town of Simsbury. The purpose of this acknowledgement form is to confirm your understanding of the Simsbury Code of Ethics and your obligations to disclose and disqualify yourself from any conflict of interest that should arise. It also provides you the opportunity to identify possible future conflicts before they arise.

The Simsbury Charter Section 1103 and Section 13-12 of the Code of Ethics require the disclosure of any “financial interest, direct or indirect, in any contract, transaction or decision of any officer or agent of the Town or of any board or commission.”

Please list in the box labeled Areas of Exception any relationships you have, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between the Town of Simsbury and your personal or professional interests, financial or otherwise. Reportable disclosures may include any entity or organization for which you or a family member are an employee, consultant, officer, director, or owner if that business conducts any business with or represents the interests of others before the Town of Simsbury or any of its Boards or Commissions.

If you have any questions on how to complete this form, please contact your supervisor or the Chair of the Board or Commission on which you serve.

**Please Note: Disclosure of a possible Area of Exception on this form does NOT relieve you from reporting the disclosure again when it arises and disqualifying yourself from the conflict of interest situation in accordance with either section of the Charter and/or Code.**