

**ONEIDA COUNTY SPORTS FACILITY AUTHORITY
CODE OF ETHICS**

(REVISED JUNE 2, 2023)

**ARTICLE 1
PURPOSE**

As a public benefit corporation, the Oneida County Sports Facility Authority (the “Authority”) must conduct its operations in a manner that best serves the interests of its patrons and the general public. This Code of Ethics shall apply to all members, officers, and employees of the Authority. It shall serve as a guide for official conduct and is intended to enhance the ethical and professional performance of the Authority’s members, officers, and employees and to preserve public confidence in the Authority’s mission.

**ARTICLE 2
POLICIES**

1. Conflicts of Interest. No member, officer, or employee of the Authority, or a close relative of the same, shall have any interest in any contract of the Authority, nor have any other interest, financial or otherwise, direct or indirect, which is in substantial conflict with the proper discharge of his or her duties in the public interest.
2. Standards.
 - a. No member, officer, or employee of the Authority shall accept other employment or service which will impair his or her independence of judgment in the exercise of his or her official duties.
 - b. No member, officer, or employee of the Authority shall accept employment or engage in any business or professional activity which will require him or her to disclose confidential information which he or she has gained by reason of his or her official position or authority.
 - c. No member, officer, or employee of the Authority shall disclose confidential information acquired by him or her in the course of his or her official duties nor use such information to further his or her personal interests.
 - d. No member, officer, or employee of the Authority shall use or attempt to use his or her official position to secure unwarranted privileges or exemptions for himself or herself, his or her family, or others, including but not limited to, the misappropriation to himself, herself or to others of the property, services or other resources of the Authority for private business or other compensated non-governmental purposes, and including employment with the Authority or contracts for materials or services with the Authority.

- e. No member, officer, or employee of the Authority shall acquire an interest in real estate in which it is known that the Authority also has a current or anticipated interest.
 - f. No member, officer, or employee of the Authority shall engage in any transaction as representative or agent of the Authority 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.
 - g. A member, officer, or employee of the Authority shall not by his or her conduct give reasonable basis for the impression that any person can improperly influence him or her 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.
 - h. A member, officer, or employee of the Authority 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 him or her or which will otherwise create substantial conflict between his or her duty in the public interest and his or her private interest.
 - i. A member, officer, or employee of the Authority 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.
 - j. Members, officers, and employees shall manage all matters within the scope of the Authority's mission independent of any other affiliations or employment. Members, including ex officio board members, officers, and employees employed by more than one government shall strive to fulfill their professional responsibility to the Authority without bias and shall support the Authority's mission to the fullest.
 - k. Members, officers, and employees shall not use Authority property, including equipment, telephones, vehicles, computers, or other resources for personal use or in a manner inconsistent with State or local law or policy and the Authority's mission and goals.
3. Gifts.
- a. Members, officers, and employees shall not directly or indirectly solicit or accept any gifts, entertainment, discounts, services, loans or anything of value totaling \$75 or more in any calendar year from any supplier, patron, customer, or other persons with whom the Authority does business. Gifts of \$75 or more in value must be returned to the donor.
 - b. Members, officers, and employees shall not accept or receive any gift or gratuities, of any value, where the circumstances would permit the inference that the gift is

intended to influence the individual in the performance of official business, or the gift constitutes a tip, reward, or sign of appreciation for any official act by the individual. This prohibition extends to any form of financial payments, services, loans, travel reimbursement, entertainment, hospitality, thing or promise from any entity doing business with or before the Authority.

4. Restriction on Practice Before the Authority. Members, officers, and employees are prohibited from appearing or practicing before the Authority for two (2) years following their membership or employment with the Authority, consistent with the provisions of the Public Officers Law.
5. Nepotism. Any person living in the same household as a current member, officer, or employee and any person who is a direct descendant of a current member, officer, or employee's grandparents (e.g. siblings, parents, children, nieces, nephews, cousins, etc.) or the spouse of such descendant (individually and collectively, a "Relative") may be considered for appointment to a position or employment by the Authority only if such appointment would be merited absent such relationship; the member, officer, or employee recuses from such appointment and any subsequent promotion or discipline; and the member, officer, or employee will not supervise or oversee the Relative.

ARTICLE 3 IMPLEMENTATION OF CODE OF ETHICS

1. Duty to Disclose. Each member, officer, and employee shall have the duty to report to the Ethics Officer (as defined below) any violation or possible violation of the terms of this Code of Ethics. Members, officers, and employees may file ethics complaints anonymously and are protected from retaliation by the Authority.
2. Annual Financial Disclosures. Members and officers, of the Authority shall be required to file an annual finance disclosure statement with the Ethics Officer within 30 days after their appointment to the Authority and thereafter by May 15 of each year. The form of the statement shall be as set forth in Appendix B to the Ethics Law of the County of Oneida, enacted as Oneida County Local Law 2 of the year 2017.
3. Ethics Officer. The members of the Authority shall designate an Ethics Officer, who shall not be a member, officer, or employee of the Authority, who shall report to the Authority and shall have the following duties:
 - a. Review the annual financial disclosure statements set forth above, and develop a list of those matters or interests from which a member, officer, or employee should recuse and abstain from acting upon, and a list of those vendors and contracts that should be prohibited from dealing with the Authority by virtue of a relationship with the Authority or its member, officer, or employee that is so significant that it would create an appearance of impropriety or favor that would not be abated by the recusal of the member, officer, or employee.
 - b. Counsel in confidence Authority members, officers, and employees who seek advice about ethical behavior or violations of this Code.

- c. Receive and investigate complaints about possible ethics violations.
- d. Dismiss complaints found to be without substance.
- e. Prepare an investigative report of findings for action by the Authority.
- f. Record the receipt of gifts or gratuities of any kind received by a member, officer, or employee, who shall notify the Ethics Officer within 48 hours of receipt of such gifts and gratuities.

**ARTICLE 4
PENALTIES**

In addition to any penalty contained in any other provision of law, an Authority member, officer, or employee who knowingly and intentionally violates any of the provisions of this Code of Ethics may be disciplined, removed, or terminated in the manner provided for in law, rules or regulations.

**ARTICLE 5
DISTRIBUTION**

This Code of Ethics shall be distributed to each member, officer, and employee upon his or her appointment and thereafter annually.