

**NEW YORK CITY WATER BOARD
CODE OF ETHICS FOR MEMBERS AND OFFICERS**

**Adopted September 15, 2006
Revised: October 21, 2015**

I. Introduction and Purpose

The New York City Water Board (the Board) has adopted this code of ethics (the Code), which supersedes and replaces the Board's Code of Ethics adopted on September 15, 2006, with respect to its Members and Officers. This Code is intended to promote honest and ethical conduct. These policies shall serve as a guide for official conduct and are intended to enhance the ethical and professional performance of Board Members and Officers and to preserve public confidence in the Board's mission.

II. Responsibilities of Members and Officers

1. Each Board Member and Officer shall endeavor to refrain from engaging in outside activities relating to matters of financial or personal interest that could impair independence of judgment or prevent the proper exercise of his or her official duties.
2. No Board Member or Officer shall directly or indirectly, make, advise, or assist any person to make any financial investment based upon information available through the Member or Officer's official position that could create any conflict between the Member or Officer's public duties and interests and his or her private interests.
3. No Board Member or Officer shall accept or receive any gift or gratuities where the circumstances would permit the inference that: (a) the gift is intended to influence the individual in the performance of official business or (b) 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, items, or promise from any entity doing business with or before the Board. Meals provided during meetings that are reasonable under the circumstances and where paying directly is impracticable shall not be deemed to violate this policy. Gifts of an aggregate of less than \$50 in a twelve-month period from an individual firm or employees of a single firm that does business or intends to do business with the Board shall not be deemed to violate this policy.
4. No Board Member or Officer shall use or attempt to use his or her official position with the Board to secure unwarranted privileges for himself or herself, members of his or her family, or others, including employment with the Board or contracts for materials or services with the Board.
5. Each Board Member and Officer must conduct himself or herself at all times in a manner that avoids any appearance that he or she can be improperly or unduly influenced or that he or she is acting in violation of the public trust placed in him or her.
6. No Board Member or Officer may engage in any official transaction with an outside entity in

which he or she has a direct or indirect financial interest that may reasonably conflict with the proper discharge of his or her official duties.

7. Each Board Member and Officer shall manage all matters within the scope of the Board's mission, independent of any other affiliations or employment. Any Board Member or Officer employed by or serving in an official capacity with more than one governmental entity shall strive to fulfill his or her professional responsibility to the Board without bias and shall support the Board's mission to the fullest.

8. No Board Member or Officer shall use Board property, including equipment, telephones, vehicles, computers, or other resources, or disclose information acquired in the course of his or her official duties in a manner inconsistent with State or local law or policy and the Board's mission and goals.

9. Each Board Member and Officer is prohibited from appearing or practicing for business-related purposes before the Board for two years following his or her service as a Member or Officer of the Board, consistent with the provisions of State and local law.

III. Implementation of Code of Ethics

This Code of Ethics shall be provided to all Board Members and Officers upon commencement of employment or appointment.

The Board may designate an Ethics Officer, who shall report to the Board and shall have the following duties:

- Counsel in confidence Board Members and Officers who seek advice about ethical behavior.
- Receive and investigate complaints about possible ethics violations.
- Dismiss complaints found to be without substance.
- Prepare an investigative report of his/her findings for action by the Executive Director or the Board.
- Record the receipt of any gift or gratuity to a Board Member or Officer in connection with his/her role on the Board; Board Members and Officers shall be responsible for notifying the Ethics Officer of receipt of such gift or gratuity.

IV. Penalties

In addition to any penalty contained in any other provision of law, a Board Member or Officer who knowingly and intentionally violates any of the provisions of this code may be removed in the manner provided for in law.

V. Reporting Unethical Behavior

Board Members and Officers are required to report possible unethical behavior by a Board Member or an Officer to the Board Chair, Executive Director, or Ethics Officer. Board Members and Officers may file ethics complaints anonymously and are protected from retaliation by the Whistleblower Policy and Procedures adopted by the Board.