

Appendix D

Code of Ethics

This Code of Ethics shall apply to all board members and administrators of the Chemung County Property Development Corporation also known as "Land Bank". These policies shall serve as a guide for official conduct and are intended to enhance the ethical and professional performance of the board members and administrators and to preserve public confidence in the Land Bank's mission. This code is adopted pursuant to New York Public Authorities Law section 2824 (1) (d).

Responsibility of Board Members and Administrators

1. Board Members and administrators shall perform their duties with transparency, without favor and refrain from engaging in outside matters of financial or personal interest, including other employment, that could impair independence of judgement, or prevent the proper exercise of one's official duties.
2. Board members and administrators shall not directly or indirectly, make, advise, or assist any person to make financial investment based upon information available through the board or administrator official position that could create any conflict between their public duties and interests and their private interests.
3. Board members and administrators shall not 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, thing or promise from any entity doing business with or before the Authority.
4. Board members and administrators shall not use or attempt to use their official position with Authority to secure unwarranted privileges for themselves, members of their family or others, including employment with the Authority or contracts for materials or services with the Authority.
5. Board members and administrators may not engage in any official transaction with an outside entity in which they have a direct or indirect financial interest that may reasonably conflict with the proper discharge of their official duties.
6. Board members and administrators must conduct themselves at all times in a manner that avoids any appearance that they can be improperly or unduly influenced, that they could be affected by the position of or relationship with any other party, or that they are acting in violation of their public trust.
7. Board members and administrators shall manage all matters within the scope of the Authority's mission independent of any other affiliations or employment. Board members and administrators employed by more than entity shall strive to fulfill their professional responsibility to the Land Bank without bias and shall support the Land Bank's mission to the fullest.
8. Board members and administrators shall not use Land Bank property, including equipment, telephones, vehicles, computers, or other resources, or disclose information acquired in the

course of their official duties in a manner inconsistent with State or local law or policy and the Authority's mission and goals.

9. Board members and administrators are prohibited from appearing or practicing before the Land Bank for two (2) years following employment with the Land Bank, consistent with provisions of Public Officers Law.

Implementation of Code of Ethics

This Code of Ethics shall be provided to all board members and administrators upon commencement of employment or appointment and shall be reviewed annually by the Governance Committee. The board may designate an Ethics Officer, who shall report to the board and shall have the following duties:

- Counsel in confidence Land Bank board members and administrators 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 their findings for action by the board.
- Record the receipt of gifts or gratuities of any kind received by a director or administrator, who shall notify the Ethics Officer within 48 hours of receipt of such gifts and gratuities.

Penalties

In addition to any penalty contained in any other provision of law, a Land Bank board member or administrator who knowingly and intentionally violates any of the provisions of this code may be removed in the manner provided for in law, rules or regulations.

Reporting Unethical Behavior

Board members and administrators are required to report possible unethical behavior by a board member or administrator of the Authority to the Ethics Officer. Board members and administrators may file ethics complaints anonymously and are protected from retaliation by the policies adopted by the Authority.