



SANDY RIVER PLANTATION  
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## **Code of Ethics Policy**

### **I. Purpose**

The purpose of this policy is to establish ethical standards of conduct for elected and appointed officials, employees, and volunteers serving the Sandy River Plantation. This policy is intended to ensure that all public servants act with integrity, fairness, transparency, and in the best interests of the community.

### **II. Guiding Principles**

All individuals subject to this policy shall:

- Uphold the Constitution and laws of the United States and the State of Maine.
- Act in the best interests of Sandy River Plantation without regard to personal gain.
- Promote public confidence by avoiding even the appearance of impropriety.
- Conduct all duties in a professional, respectful, and impartial manner.

### **III. Scope**

This policy applies to:

- Elected officials (e.g., Board of Assessors, Budget Committee, RSU Board)
- Appointed officials (e.g., Town Clerk, Tax Collector, Treasurer & Deputies)
- Employees and contractors acting on behalf of the Plantation
- Volunteers serving in an official capacity

### **IV. Standards of Conduct**

#### **a. Conflict of Interest**

Officials and employees must avoid participating in decisions where they have a direct or indirect financial interest.

They shall:

- Disclose any potential conflict before participating in discussions or votes
- Recuse themselves when appropriate
- Not use their position for personal or family gain
- Avoid situations that may give the appearance of a conflict of interest, even if none exists.

#### **b. Use of Public Resources**

Public resources, including equipment, vehicles, funds, and facilities, shall be used only for official duties and not for personal use or private gain.

#### **c. Confidentiality**

Members must respect the confidentiality of information obtained during their service. Confidential information shall not be disclosed or used for personal or political purposes.

#### **d. Fair and Equal Treatment**

All persons shall be treated fairly, respectfully, and without discrimination or favoritism. Public officials must avoid granting special treatment to any individual or group.

#### **e. Transparency and Accountability**

Officials and employees shall promote openness in government by:

- Conducting meetings in accordance with Maine's Freedom of Access Act (FOAA)
- Ensuring decisions and records are accessible to the public
- Acknowledging and correcting mistakes

#### **f. Professional Conduct**

Individuals subject to this policy shall:

- Communicate respectfully in all public meetings and correspondence
- Refrain from harassment, intimidation, or personal attacks
- Represent the Plantation positively in public discourse

### **V. Violations**

Any concerns or allegations of unethical conduct may be reported to the Chair of the Board of Assessors or the appropriate supervisory body. The Board may:

- Investigate or appoint a designee to investigate the matter
- Request a recusal or censure
- Refer serious matters to legal counsel or state authorities as appropriate

The Board shall ensure that any investigation or action taken will be fair, timely, and consistent with applicable legal and personnel procedures.

## **VI. Training and Acknowledgement**

All elected and appointed officials will be provided a copy of this policy upon taking office or appointment and shall acknowledge receipt and understanding in writing. Refresher training may be provided as needed or required by the Board of Assessors.

## **VII. Effective Date**

This policy is effective as of **8/12/2025** and shall remain in effect until amended or repealed by the governing authority. All personnel subject to this policy are expected to comply from the effective date forward.

## **VIII. Review & Amendment**

This policy shall be reviewed annually within 60 days of the start of the new fiscal year and may be amended by a majority vote of the Board of Assessors at a publicly posted meeting.

## **Acknowledgment of Receipt and Agreement**

I acknowledge that I have received, read, and understand the Sandy River Plantation Code of Ethics Policy. I agree to comply with the standards, principles, and responsibilities outlined in the policy, and I understand that it is my obligation to uphold these expectations as part of my role within the municipality.

I understand that this policy is intended to guide ethical conduct and professional behavior in service to the community. I also acknowledge that failure to adhere to this policy may result in appropriate corrective action as determined by the governing body.

By signing below, I confirm that I have had the opportunity to ask questions regarding the policy and that I accept the responsibility of reviewing and adhering to its contents.

**Name (Printed):** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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