

**UPPER VALLEY LAKE SUNAPEE REGIONAL PLANNING COMMISSION**  
**CODE OF BUSINESS ETHICS AND CONDUCT**

The Upper Valley Lake Sunapee Regional Planning Commission (Commission) is a political sub division of the State of New Hampshire dedicated to providing planning service to municipalities within the region. In an effort to maintain the high standard of conduct expected and deserved by the public and to enable the organization to continue to offer its services, the Commission operates under the Code of Business Ethics and Conduct outlined below. All employees and Commissioners and other volunteers are required to sign the Code of Business Ethics and Conduct form certifying that they shall meet the following standards of conduct:

- **Compliance Requirements.** All employees, Commissioners and volunteers are required to comply with applicable federal, state and local laws and regulations and with Commission policies and regulations.
- **Actions Prohibited by the Code of Business Ethics and Conduct.** No employee, Commissioner or volunteer shall engage in the following actions:
  - a. **Personal Use:** Authorize the use of or use for the benefit or advantage of any person, the name, endorsement, services or property of the Commission, except in conformance with Commission policy.
  - b. **Financial Advantage:** Accept or seek on behalf of oneself or any other person, any financial advantage or gain of other than nominal value offered as a result of the individuals affiliation with the Commission.
  - c. **Upper Valley Lake Sunapee Regional Planning Commission:** Publicly use any Commission affiliation in connection with the promotion of partisan politics, religious matters or positions on any issue not in conformity with the official position of the Commission.
  - d. **Confidentiality:** Disclose any confidential Commission information that is available solely as a result of the individuals affiliation with the Commission to any person not authorized to receive such information, or use to the disadvantage of the Commission any such confidential information, without the express authorization of the Commission.
  - e. **Improper Influence:** Knowingly take any action or make any statement intended to influence the conduct of the Commission in such a way as to confer any financial benefit on any person, corporation or entity in which the individual has a significant interest or affiliation.

- f. **Conflict of Interest:** Operate or act in a manner that creates a conflict or appears to create a conflict with the interests of the Commission and any organization in which the individual has a personal, business or financial interest. In the event there is a conflict, the Commission has a structured conflict of interest process. First, the individual shall disclose such conflict of interest to the chairperson of the board or the executive director of the Commission. Next, a decision will be made about the conflict of interest, and, where required, the individual may be required to excuse or absent himself or herself during deliberations, decisions and/or voting in connection with the matter.
  - g. **Retaliation:** Retaliate against any employee who seeks advice from, raises a concern with or makes a complaint to a supervisor or other member of management, or any other whistleblower program, about fraud, waste, abuse, policy violations, discrimination, illegal conduct, unethical conduct, unsafe conduct or any other misconduct by the organization or employees.
  - h. **Contrary to the Best Interest of the Upper Valley Lake Sunapee Regional Planning Commission:** Operate or act in any manner that is contrary to the best interest of the Commission.
- **Whistleblower:** The Commission encourages open communications. All employees are encouraged to bring any concerns they have regarding the organization or its employees to the Executive Director. If individuals seek an informal and confidential resolution, the Personnel Committee may act in this capacity.

If an employee, Commissioner or volunteer suspects or knows about misappropriation, fraud, waste abuse, Commission policy violations, illegal or unethical conduct, unsafe conduct or any other misconduct by the organization or its employees or volunteers, that individual should alert his or her supervisor or other member of the Commission. In those cases where an employee, Commissioner or volunteer is not comfortable telling the Executive Committee, the Chairperson of the organization shall be available.

**CERTIFICATION OF COMMITMENT TO CODE OF BUSINESS AND ETHICS  
CONDUCT**

I, \_\_\_\_\_, certify that I have read and understand the Code of Business and Ethics Conduct of the Upper Valley Lake Sunapee Regional Planning Commission (Commission) and agree to comply with it, as well as applicable laws that impact the organization. I affirm that, except as listed below, I have no personal, business or financial interest that conflicts, or appears to conflict, with the best interests of the Commission. I agree to discuss any conflicts listed below with the Chairperson of the Commission or the Executive Director and refrain from participating in any discussions, deliberations, and decisions and/or voting related to the matter presenting the conflict until the conflict is mitigated or otherwise resolved.

Describe any potential conflicts

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List current Boards/Commissions or volunteer efforts you are currently involved in that may have the potential for conflict of interest.

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At any time during the term of my affiliation with the Commission should an actual or potential conflict of interest arise between my personal, business or financial interests and the interests of the Commission, I agree to disclose promptly the actual or potential conflict to the Chairperson or the Executive Director.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Printed name\_\_\_\_\_