

**Frequently Asked Questions
about the
Code of Ethics of the Town of Greenwich**

F. THE BOARD OF ETHICS

Q. What is the role of the Board of Ethics?

A. The Board has three principal areas of responsibility under the Code of Ethics. These are: 1) To prescribe the form of the annual financial disclosure statements required to be filed by Town Officers. 2) To receive and investigate complaints of violations of the Code and, after giving the Town Officer involved an opportunity to be heard, to make appropriate findings and recommendations concerning the complaint. 3) To render advisory opinions with respect to the Code to any Town Officer who submits a written request for such an opinion to the Board. In addition, the Board is required to prepare an annual report for submission to the Board of Selectmen and the Representative Town Meeting. Additional Reports and recommendations may be filed at any time.

Q. Does the Board of Ethics have a Mission Statement?

A. Yes. The following is the Mission Statement of the Board of Ethics:

Mission Statement

The Greenwich Board of Ethics has been established to encourage ethical behavior by the elected officials and employees of the Town of Greenwich and members of its appointed boards and commissions in the conduct of their official business. The Board is responsible for investigating complaints from the general public of violations of the Town's Code of Ethics and making determinations as to the legitimacy of those complaints. The Board is also required to respond to requests from the Town's elected officials, employees and members of its appointed boards and commissions for advisory opinions as to their responsibilities under the Code. By dealing with such complaints and requests in a prompt and open manner the Board seeks to (1) reassure the general public and the individuals involved that the matters involved have been thoroughly and fairly investigated, examined and analyzed and that all appropriate viewpoints have been heard, and (2) communicate its conclusions in a clear manner that provides workable guidelines for future conduct. The Board also works to facilitate reporting by Town Officers required under the Code of Ethics so as to increase public confidence in the governance of the Town of Greenwich.

These answers to frequently asked questions are provided to give the general public, public officials and employees of the Town and Town contractors general information about the Greenwich Code of Ethics. Changes in the details of specific transactions may affect the results described here. These instructions should not be considered to have the effect of an Advisory Opinion of the Board.