



County of Lackawanna Transit System

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Executive Director

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ETHICS CODE

The riders and customers of the Authority and the public in general are entitled to have fair, ethical and accountable local government. To this end, the public should have full confidence that their appointed public officials and the employees of the Authority:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Are independent, impartial and fair in their judgment and actions;
- Use their public employment and appointments as public officials for the public good, and not for personal gain; and
- Conduct deliberations as permitted by law in public during open proceedings in an atmosphere of respect and civility, except for meetings and deliberations that are permitted to be held privately under Pennsylvania's Sunshine Act, 65 Pa. C.S. §§ 701-716.

Therefore, members of the Board of Directors and the Authority's Employees (collectively referred to herein as "Associates") shall conduct themselves in accordance with the following ethical standards:

1. **Act in the Public Interest.** Recognizing that stewardship of the public interest must be their primary concern, Associates will work for the common good of the Authority and not for any private or personal interest, and they will treat all persons equally, fairly and respectfully while transacting the Authority's business.

2. **Comply with both the spirit and the letter of the Law.** Associates shall comply with the laws of the Commonwealth of Pennsylvania and the Federal Government in the performance of their public duties. These laws include, but are not limited to: laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government.

3. **Conduct of Associates.** The professional and personal conduct of Associates must be above reproach and avoid even the appearance of impropriety. Associates shall refrain from any abusive conduct, personal charges or verbal attacks upon the character or motive of other Associates unrelated to their work

4. **Respect for Process.** Associates shall perform their duties in accordance with the processes and rules of order established by the Board of Directors.

5. **Conduct at Public Meetings**. Associates participating in public meetings shall prepare themselves for public issues; listen courteously and attentively to all public discussions at public meetings; and focus on the business at hand. They shall refrain from interrupting other speakers; making personal comments not germane to the business of the Authority; or otherwise interfering with the orderly conduct of meetings.

6. **Decisions Based on Merit**. Members of the Board of Directors shall base their voting decisions on the merits and substance of the matters at hand.

7. **Communication**. When the Board takes official Board action at an open public meeting the Board will deliberate on the matter in public in compliance with the Sunshine Act, 65 Pa. C. S. §702, unless the law allows otherwise.

8. **Conflict of Interest**. Associates shall use their best efforts to refrain from creating an inappropriate or even an appearance of impropriety in their actions and decisions or violate the provisions of the Authority's Code of Conduct Policy.

9. **Gifts, Payments and Favors**. Associates shall not take advantage of any Authority services or opportunities for personal gain, by virtue of their public office or employment that is not available to the public in general. Associates shall refrain from accepting any gifts, favors or promises of future benefits which might compromise their independence of judgment, actions or decision-making or give any appearance of impropriety. No Associate shall authorize any payments, benefits or reimbursements from the Authority to himself or herself. All such payments, benefits or reimbursements, exclusive of those specified in the Administrative Manual or Collective Bargaining Agreements, must be authorized in writing by a separate person. For example, the Authority's Director of Finance shall not authorize a reimbursement to himself for his Authority-related travel and meal expense.

10. **Confidential Information**. Associates must maintain the confidentiality of all written materials and verbal information in their possession or that they have access to which is deemed confidential. Unless required by law, Associates shall neither disclose confidential information without proper authorization, nor use such information to advance their own personal, financial or private interests.

11. **Use of Public Resources**. Associates shall not use public resources, property or materials for private gain or for personal purposes, except that Associates may use the Authority's resources, property and materials in the same manner as members of the public utilize such.

12. **Representation of Private Interests**. In keeping with their role as public officials and public employees, Associates shall not appear on behalf of the private interests or third parties before the Board.

13. **Advocacy**. Associates shall represent the official policies or interests of the Authority to the best of their ability when designated as delegates for this purpose. When presenting their

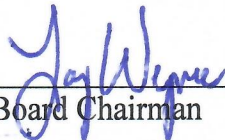
individual opinions and positions, members shall explicitly state they do not represent the Authority, nor will they allow the inference that they do.

14. **Role of Board Members**. Directors shall respect and adhere to their proper role as Directors of the Authority as specified by the laws of the Commonwealth of Pennsylvania and the Authority's Certificate of Incorporation and Resolutions of the Board. The Executive Director shall manage the operations of the Authority and report to the Board. The Board of Directors determines the policies of the Authority with advice, information and analysis provided by the Authority's staff, solicitors and/or consultants and oversees the Executive Director of the Authority. Except as provided above, and as provided in the Municipality Authorities Act of 1995, Directors shall not interfere with the administrative functions of the Authority or the duties of Authority's staff; nor shall the Directors impair the ability of staff to implement Board's policies.

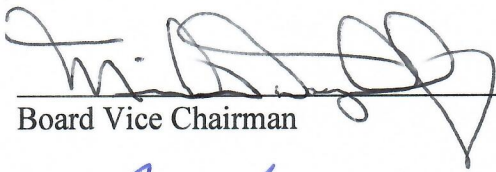
15. **Positive Work Place Environment**. Associates shall support the maintenance of a positive and constructive work place environment for the Authority's employees and for members of the public who deal with the Authority. Directors shall recognize their special role in dealings with Authority employees to avoid creating the perception of inappropriate direction to staff nor undermine the staff's chain of command.

This policy replaces the Authority's Ethics Code dated February 16, 2010.

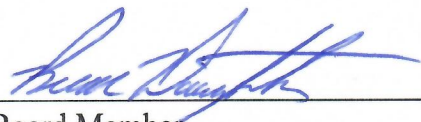
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Board Chairman

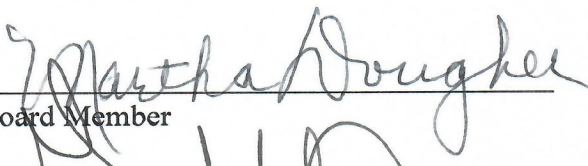
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Board Vice Chairman

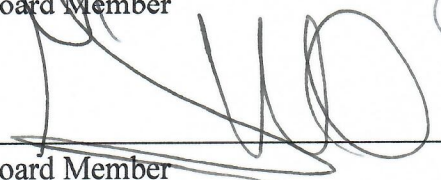
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Executive Director