

**Kent District Library Employees' Retirement Plan
BOARD OF TRUSTEES ETHICS POLICY**

Trustees of the Kent District Library Employees' Retirement Plan (KDLERP) are prohibited from the following:

1. Accepting, or soliciting, cash, lodging, any gift, loan consulting fee, expense reimbursement, etc., favor or service. Golf and/or other sports outings and entertainment venues are considered to be gifts. Meals and cocktails are considered to be gifts, except as noted below.*
2. Accepting or soliciting any political contribution or other contribution of any sort in any amount.
3. Engaging in personal or private transactions, interests, or relationships that may create an appearance of impropriety that reasonably could be expected to diminish public confidence in the independent judgment of the administration of the KDLERP.
4. Accepting employment, promise of future employment or compensation of any sort that could be reasonably perceived to be in conflict with independent judgment in the performance of official duties.
5. Representing any business (or business related activity) or act on behalf of another person, group or entity before the KDLERP Board of Trustees or vendors serving the KDLERP. Former Trustees or employees are barred from making presentations, formal or otherwise, to the Board for one full year following date of termination.
6. Disclosing any confidential information gained by reason of official capacity for any purpose.
7. Participating in a breach of fiduciary duty or knowing of a breach of fiduciary duty by another and not disclosing said breach thus permitting the breach to occur.
8. Having contact, directly or indirectly, with prospective service providers once the Board of Trustees has decided to obtain bids or proposals. All business relationships with prospective or current vendors shall be immediately reported to the Board via a signed letter.

**As a condition of continued association with the KDLERP, Trustees require immediate notification of any discussion, solicitation or offer that would be in violation of this Ethics Policy. All notifications shall be placed on the next Board Meeting agenda.*

Gift, contributions, etc. received shall be delivered to the KDLERP Board of Trustees for return to its source. If the source is unidentifiable, it shall be donated to a suitable charity not associated with Kent District Library.

Prohibitions in this section also apply to family members of a Trustee or assigned employee of the KDLERP.

Meals are considered to be gifts unless part of an authorized conference and approved by Trustees. Working meals and ground transportation are an exception if part of an authorized due diligence visit to a current provider; all travel is subject to prior Trustee approval and must be consistent with the KDLERP Trustee Training and Travel Policy approved November 19, 2003.