

# **UTAH COUNTIES INDEMNITY POOL BOARD ETHICAL BEHAVIOR POLICY**

## **SECTION A EFFECTIVE DATE AND FREQUENCY OF REVIEW**

1. The effective date of this policy is June 18, 2021.
2. This policy should be reviewed annually, but not less than every five years by the Board.
3. This policy should also be reviewed any time that changes to laws or rules governing ethics of the officers and employees of interlocal agencies are amended, or recommendations are made by the UCIP CEO or CFO, which would require review and update to this policy.
4. Failure to review this policy in the frequency stated shall not nullify, void, limit or waive this policy or any action taken under this policy.
5. This policy is considered to be amended at the time any new federal or state law becomes effective which conflicts with this policy, but only to the extent necessary to come into compliance with new law.

## **SECTION B PURPOSE**

1. This policy outlines policies, procedures, prohibitions, limitations and requirements related to the ethical behavior of UCIP Directors.

## **SECTION C AUTHORITY**

1. The Board has authority to adopt this policy under the UCIP Interlocal Agreement and Bylaws.

## **SECTION D APPLICABILITY AND SCOPE**

1. This policy applies to all Directors of UCIP.

## **SECTION E DEFINITIONS**

1. Board: the Board of Directors of the Utah Counties Indemnity Pool.
2. CEO: the Chief Executive Officer of the Utah Counties Indemnity Pool.
3. CFO: the Chief Financial Officer of the Utah Counties Indemnity Pool.
4. Conflict of Interest: as identified in the Utah Public Officer's and Employees' Ethics Act.

5. Director: an individual member of the Board of the Utah Counties Indemnity Pool.
6. Financial Interest: any interest in a business which exceeds a current market value of \$2,000.00.
7. Financial Interest: is not an interest in a business resulting from investments made by an investment manager as part of a retirement investment portfolio, unless such investment is the result of specific direction given to the investment manager by the employee.
8. Pool: the Utah Counties Indemnity Pool.
9. UCIP: the Utah Counties Indemnity Pool.

## **SECTION F POLICY STATEMENTS**

1. The Board expects exemplary ethical behavior of all Directors of the Pool to assure confidence in the operations of the Pool by UCIP Members, state and local officials and the general public.
2. The Board believes adherence to the policies and procedures outlined in this policy will assure compliance of all Directors with U.C.A. 67-16-101 et. seq. Utah Public Officer's and Employees' Ethics Act.

## **SECTION G PROCEDURES AND RESPONSIBILITIES**

1. All UCIP Directors shall comply with all provisions of the Utah Public Officer's and Employees' Ethics Act.
2. No Director shall use their position as a UCIP Director for personal gain or special privilege.
3. Directors shall make a written request for records they desire to use or disclose for personal purpose in accordance with the Government Records Access Management Act (GRAMA). Disclosure or use of records maintained by UCIP for personal purpose, which were not provided to the Director in response to a valid GRAMA request is a violation of this policy which may result in disciplinary action including termination.
4. Directors shall not seek, solicit, accept or take a pecuniary gift that is related to their position with UCIP including but not limited to cash, gift cards or prepaid credit cards that would tend to influence their judgement.
5. Directors shall not seek, solicit, accept or take a nonpecuniary gift that is related to their position with UCIP that exceeds a value of \$50.00.

6. Directors involved in the procurement of services, supplies or equipment shall not seek, solicit, accept or take a gift from a vendor or provider of such services, supplies or equipment that exceeds a value of \$10.00.
7. Directors shall disclose, in writing, to the Board any Conflict of Interest as identified in the Utah Public Officer's and Employees' Ethics Act, when the conflict is created and annually as provided by the Bylaws.
8. In addition to the written Conflict of Interest Statement, Directors who have a Conflict of Interest will also verbally disclose the conflict any time the Director is involved in any discussion related to the conflict occurs.
9. Directors may not be compensated by another person to assist such person in a transaction with UCIP, whether or not such assistance is disclosed. This shall not prohibit the Director in assisting a Member, that the Director is an officer or employee of, in a transaction with UCIP.
10. Directors may not have a Financial Interest in a business that conducts business with UCIP.
11. Directors may not have a Financial Interest in a business that creates a Conflict of Interest with the Director's public duties without disclosing such conflict.

## **SECTION H REVISION HISTORY**

1. Adopted: June 18, 2021

## **SECTION I APPENDICES**

1. Conflict of Interest and Disclosure.