

# NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

## SUPPLEMENTAL ETHICS CODE

### I. PURPOSE

The *Uniform Ethics Code*, promulgated by the New Jersey State Ethics Commission (the “Commission”) pursuant to the *New Jersey Conflicts of Interest Law*, N.J.S.A. 52:13D-12 et seq., and adopted by the members of the New Jersey Schools Development Authority (the “Authority”), shall be the primary ethics code for the employees and members of the Authority. In accordance with N.J.S.A. 52:13D-23(a)(1), the members of the Authority have adopted, and the Commission has approved, this Supplemental Ethics Code to address ethics provisions that are specific to the Authority. All employees and members of the Authority are advised to strictly adhere to the *Uniform Ethics Code* and this Supplemental Ethics Code, and to seek advice from the Authority’s Ethics Liaison Officer or the Commission if they have any questions concerning their obligations.

### II. GENERAL STANDARDS OF CONDUCT

No member, employee or agent of the Authority shall have an interest, either direct or indirect, in any school facilities project, or in any contract, sale, purchase, lease or transfer of real or personal property to which the Authority is a party.

### III. POLITICAL ACTIVITY

The Authority permits participation in the political process by its employees, to the extent permitted by law, and so long as the activity is outside of, and does not present a conflict with, Authority business. A conflict of interest shall be found when a member of the Authority, or any employee at the level of Senior Director or above, seeks or holds an elected or appointed office on a school board in any school district. All employees who wish to seek an elected or appointed office on a school board, or any other political office, must first consult with the Authority’s Ethics Liaison Officer, who shall determine whether a conflict of interest exists between the position being sought and the employee’s job responsibilities or the business of the Authority.

### IV. POST-EMPLOYMENT RESTRICTIONS

Section VIII of the *Uniform Ethics Code*, “Post-Employment Restrictions,” states that, subsequent to the termination of employment or office, employees and members of the Authority are prohibited from representing or assisting a person concerning a particular “matter” if they were substantially and directly involved in that “matter” during the course of their employment or service. In 2002, the Commission determined that, for the purposes of this restriction, each individual school facilities project is considered a “matter.”

### V. RECUSAL ON OFFICIAL MATTERS

As stated in Section IX of the *Uniform Ethics Code*, “Recusal on Official Matters,” an employee or member of the Authority shall recuse themselves from an official matter if they have a financial or personal interest that is incompatible with the proper discharge of their duties as an employee or member of the Authority. In addition to the examples included in the *Uniform Ethics Code*, an employee or member of the Authority shall recuse themselves from any official matter that involves a school district in which that individual resides, or involves a school district in which an immediate family member of that individual is enrolled or is employed.