

- * *Board of Appeals members cannot be County employees and must have 3 yrs. residency in the State of Hawaii. (Sec. 5A-12.6, RCO)*
- * *Board of Ethics members are prohibited from taking an active part in political campaigns (Article XIV, Hawai'i State Constitution and Sec. 84-35.5, H.R.S.)*
- * *Civil Service Commissioners cannot be government employees, officers or committee members of any political party or a candidate for elected office. (Sec. 76-51, H.R.S.)*
- * *Cost Control Commissioners cannot be employed in Government Service (Article XXVIII, Kaua'i County Charter)*

The above statements made by me are true, complete and correct to the best of my knowledge and belief, and have been made in good faith. I have also read the attached code of ethics relating to ethical standard and principles, and to the best of my understanding, I do not have a conflict of interest.

Date

Signature

Please complete the required CONFIDENTIAL personal contact information on the back of this Application Form.

CODE OF ETHICS

Section 20.01. **Standards of Conduct.** In order to establish a high standard of integrity and morality in government service, a code of ethics is hereby established.

Section 20.02. No officer or employee of the county shall:

- A. Solicit, accept or receive, directly or indirectly, any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it can reasonably be inferred that the gift is intended to influence him in the performance of his official duties or is as a reward for any official action on his part.
- B. Disclose information which, by law or practice, is not available to the public and which he acquires in the course of his official duties or use such information for his personal gain or for the benefit of anyone.
- C. Acquire financial interest in business enterprises which he may be directly involved in official action to be taken by him.
- D. Appear in behalf of private interests before any county board, commission or agency.
- E. Use his official position to secure a special benefit, privilege or exemption for himself or others.
- F. Use county property for other than public activity or purpose.

Section 20.03. **Contracts.**

- A. The county shall not enter into any contract with an officer or employee or with a firm in which an officer or employee has a substantial interest involving services or property of a value in excess of \$1,000.00 unless the contract is made after competitive bidding. (Amended 2010)
- B. The county shall not enter into a contract with any person or firm which is represented or assisted personally in the matter by a person who has been an employee of the agency within the preceding one year and who participated while in county employment with the subject matter of the contract. (Amended 2010)
- C. This section shall not apply to personal employment contract.

Section 20.04. **Disclosure.**

- A. The mayor, councilpersons, all department heads and deputies, members of boards and commissions and the purchasing administrator, and any employee delegated or authorized to act on behalf of the director of finance and the deputy director of finance in their absence shall, within thirty (30) days of assuming office, file with the board a list of all real property within the county in which he has any right, title or interest, a list of all business firms which contract for county business in which he has any interest, and all their places of employment, including part-time employment, all sources and amounts of income, business ownership, officer and director positions, debts, creditor interests in insolvent businesses and the names of persons represented before government agencies. Amendments to the list, including additions, deletions or changes in title, interest in property or of employment, shall be made within thirty (30) days of the occurrence of the amendment. The list shall be a matter of public record. (Amended 2010)
- B. Any elected official, appointed officer, employee, or any member of a board or commission who possesses or acquires such interest as might reasonably tend to create a conflict with his duties or authority, or who is an owner, officer, executive director or director of an organization, or whose member

of his immediate family, which includes parents, siblings, spouse or children, is an owner, officer, executive director or director of an organization in any matter pending before him shall make full disclosure of the conflict of interest and shall not participate in said matter.(Amended 1976, 1980, 2006, 2008)

C. Penalties.

- (1) Any violation of any of the provisions of this section shall, at the option of the director of finance, render forfeit and void the contract, work, business, sale or transaction affected.
- (2) Any violation of any of the provisions of this section shall constitute cause for fine, suspension or removal from office or employment.

D. The council shall, by ordinance, adopt and may, from time to time, revise and amend such complementary provisions as may be necessary to supplement the code of ethics.

E. The mayor, the council and the board of ethics shall be responsible for the enforcement of provisions of this article.

****Excerpt from Article XX of the Kaua`i County Charter***