

NEW JERSEY GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE

PROPOSED CODE OF ETHICS

Approved: November 15, 1994

INTRODUCTION

At its meeting held on November 15, 1994, the New Jersey Governor's Council on Alcoholism and Drug Abuse (GCADA) adopted a Code of Ethics which sets forth guidelines governing the appropriate professional conduct of its members and employees.

Members or employees wishing to receive clarification of their obligations under the provisions of this Code are asked to consult the GCADA Ethics Liaison Officer, (the Executive Director), and/or the New Jersey Executive Commission on Ethical Standards for assistance in resolving specific questions within the framework of the Code of Ethics.

Riley W. Regan, M.S.W.
Executive Director

FINAL ADOPTED CODE

11/15/94

NJ GCADA
PROPOSED CODE OF ETHICS

A. PURPOSE

Governor's Council on Alcoholism and Drug Abuse (GCADA) members and staff are expected to discharge their duties in such a manner as to promote and preserve public trust and confidence. It is essential, therefore, that GCADA members and staff must avoid all situations where proprietary or financial interest in business or County/Municipal Alliance activities and opportunity for personal financial gain could influence their decisions in giving favored treatment to any organization or individual. They must equally avoid circumstances and conduct in outside activities which, per se, do not constitute wrongdoing or a conflict of interest but, nevertheless, appear questionable to the general public.

Whereas, under GCADA's enabling statute, public members should be those who have interest in and expertise in the field of alcoholism and drug abuse; and such citizens who serve in government have a right to private interests of a personal, financial, and economic nature; standards of conduct should separate those conflicts of interest which are unavoidable in the GCADA's special circumstances from those conflicts of interest which are substantial and material, or which bring government the Council into disrepute.

In view of the foregoing the New Jersey Governor's Council on Alcoholism and Drug Abuse does hereby adopt the following Code of Ethical Standards (in accordance with the requirements of N.J.S.A. 52:13D-12 et seq.) to help maintain an impartial administration of the GCADA and to uphold public confidence in State, County and Local Government.

B. DEFINITIONS

"GCADA" - shall mean the New Jersey Governor's Council on Alcoholism and Drug Abuse as defined under the enabling legislation, N.J.S.A. 26.2BB4 et seq.

"Employee" - shall mean any person employed and compensated by the GCADA on a full-time basis.

"Special Employee" - shall mean any individual serving part-time or without compensation.

"Ethics Liaison Officer" - shall mean the Executive Director or other duly authorized employee of the Authority appointed by the Executive Director.

"Member" - shall mean any of the individuals serving on the GCADA including ex officio representatives, their designees, or public members.

C. BASIC PREMISE

The GCADA has a basic purpose to serve the public interest. All members, employees, and special employees must therefore conduct themselves in the course of their appointment or employment in such manner as to maintain the respect, trust and confidence of the public. They must avoid all activities or associations which are, or might justifiably appear to be, in violation of the public interest.

D. GENERAL PROVISION

1. No later than January 31 of each year, members, employees and special employees of the GCADA will be expected to complete, sign and submit to the Ethics Liaison Officer, a "Conflicts of Interest Questionnaire" on which he/she should identify all non-GCADA offices held, all professional licenses held and all outside employment. The outside activities, as reported by members, employees, and special employees on the Questionnaire, will be submitted to the Ethics Liaison Office for approval and also submitted to the Executive Commission on Ethical Standards. This questionnaire will show the nature and extent of a member/employee/special employee's financial interest in, and association with any person or entity that supplies or is seeking to supply the County or Municipal Alliance Programs with goods or services, or whose activities are used by the Governor's Council on Alcoholism and Drug Abuse. If the Ethics Liaison officer questions a member, employee, or special employee's activity, the officer will bring this question to the Executive Commission on Ethical Standards for an Opinion.

2. No Member, employee or special employee shall have any direct or indirect financial interest, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of his/her duties in the public interest. Members, employees or special employees who deal with outside organizations on behalf of the GCADA to approve services, or who are in a position to influence such approvals or awarding of contracts should have no proprietary or financial interest either in those furnishing such products, material or in any transaction related thereto.

3. No Member, employee or special employee shall engage in any particular business, profession, trade or occupation, including employment subject to contract with GCADA or its County/Municipal Alliances without promptly filing notice of such activity with the Ethics Liaison Officer.

4. No Member, employee or special employee shall use or attempt to use his official position to secure unwarranted privileges or advantages for himself or others.

5. No Member, employee or special employee shall act in his official capacity in any matter wherein he has a direct or indirect personal financial interest that might reasonably be expected to impair his objectivity or independence of judgment.

6. No Member, employee or special employee shall knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of his acts that he may be engaged in conduct violative of his trust as a GCADA member, employee or special employee.

7. No Member, employee or special employee shall use or permit the use of any such information which he receives or has access to by virtue of his official duties to advance the financial or personal interest of himself or any other outside body.

8. No Member, employee or special employee shall undertake any employment or service, whether compensated or not, which might reasonably be expected to impair his objectivity and independence of judgment in the exercise of his official duties.

9. No Member, employee or special employee should have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in substantial conflict with the proper discharge of his duties in the public interest.

10. No Member, employee or special employee should engage in any particular business, profession, trade or occupation which is subject to licensing or regulation by a specific agency of State Government without promptly filing notice of such activity with the Executive Commission on Ethical Standards, if he is an officer or employee in the Executive Branch, or with the Joint Legislative Committee on Ethical Standards, if he is an officer or employee in the Legislative Branch.

11. No Member, employee or special employee should accept any gift, favor, service or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing him in the discharge of his official duties.

E. ENFORCEMENT

1. This Code of Ethics is adopted by the New Jersey Governor's Council on Alcoholism and Drug Abuse pursuant to and subject to the provisions of the New Jersey Conflicts of Interest Law (c. 182, P.L. 1971, as amended by c. 359, P.L. 1971, and N.J.S.A. 52:13D-12 et seq.). This Code and the Conflicts of Interest Law apply to all members, employees and special employees of the GCADA. Any violation of this Code shall be cause for removal, suspension, demotion or other disciplinary actions, including any penalty which may be imposed by the applicable Law, subject to the review and approval of the Executive Commission on Ethical Standards.

SUMMARY OF DOCUMENTATION TO BE EXECUTED

1. STATEMENT OF COMPLIANCE - Attached hereto. Individuals assuming appointment/employment with the GCADA, or individuals who are members, employees or special employees of the GCADA at the time the Code of Ethics shall take effect, shall be provided with a copy of the Code of Ethics for their personal reference. The Statement of Compliance should be signed, dated and returned to the Ethics Liaison Officer for filing.

2. CONFLICT OF INTEREST QUESTIONNAIRE - (See Page 4, Paragraph D - (GENERAL PROVISIONS, #1); sample attached hereto. At commencement of appointment/employment and/or in January of each year of appointment/employment with the GCADA the Ethics Liaison Officer shall forward to members, employees and special employees a Conflict of Interest Questionnaire which should be fully completed and returned to the Ethics Liaison Officer for review and approval. Completed Questionnaires shall be kept on file by the Ethics Liaison Officer.

NJ GCADA

CODE OF ETHICS

STATEMENT OF COMPLIANCE

(To be executed and submitted to the Ethics Liaison Officer)

The New Jersey Governor's Council on Alcoholism and Drug Abuse (GCADA) does not intend to inquire into a person's individual and personal affairs beyond seeking to ensure that neither the member, employee, special employee, nor GCADA be subject to question with regard to ethical behavior. In order to implement the GCADA's Code of Ethics, members, employees and special employees are asked to read, sign and date this "Statement of Compliance" after reading the Code of Ethics and return the Statement to the Ethics Liaison Officer.

I hereby affirm in good faith and to the best of my ability that:

1. I and members of my immediate family will act in accordance with the spirit and letter of this Code of Ethics;
2. I will report, as soon as possible to the Ethics Liaison Officer of the GCADA any uncertainties regarding compliance with the Code, or any potential violation of the Code by me or a member of my immediate family.

Signature: _____

Date: _____

Please Print Full Name

Official Title

NEW JERSEY GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE

STATEMENT CONCERNING
CONFLICT OF INTEREST QUESTIONNAIRE

(Sample Attached)

Every GCADA member, employee and special employee will be expected to answer and sign this "Conflict of Interest Questionnaire" upon adoption by GCADA and the Executive Commission, at the commencement of a term of office (in the case of formal appointment to the GCADA by the Governor) or at the beginning of employment. Members, employees and special employees will also be required to complete the form once each year during the month of January and forward same to the Ethics Liaison Officer.

Every member, employee and special employee is subject to the Code of Ethics at all times. Anyone who believes he/she may have a potential conflict of interest should provide, in writing to the Ethics Liaison Officer, the circumstances surrounding the potential conflict. After thorough review of a situation by the Ethics Liaison Officer and/or consultation with the Executive Commission on Ethical Standards, a response will be provided, in writing, from the Ethics Liaison Officer.

GOVERNOR'S COUNCIL ON ALCOHOLISM AND DRUG ABUSE
CONFLICT OF INTEREST QUESTIONNAIRE

Member/Employee/Special Employee: _____

SS# _____

Residence Address _____

1. Are you presently a director, officer, sole proprietor, partner, employee of, consultant or advisor to any organization other than the NJ GCADA?

_____ YES _____ NO

2. Are you currently serving in, or being considered for appointment to a public office?

_____ YES _____ NO

3. Are you presently licensed by the State of New Jersey or any other state for any business, trade or profession? (see attached list).

_____ YES _____ NO

NOTE: If "YES" is provided in response to any of the above inquiries, please attach a detailed, written explanation describing the duties associated with any public office, professional license held, or outside employment, including name and address of each entity/employer, type of service provided and hours worked.

I HEREBY CERTIFY THAT THIS CONFLICT OF INTEREST QUESTIONNAIRE CONTAINS NO WILLFUL MISSTATEMENT OF FACT NOR OMISSION OF MATERIAL FACT AND THAT AFTER IT HAS BEEN SUBMITTED TO THE ETHICS LIAISON OFFICER, ANY FUTURE OUTSIDE ACTIVITIES OR EMPLOYMENT SHALL BE REPORTED IN WRITING IN ADVANCE OF MY INVOLVEMENT WITH SUCH ACTIVITIES OR OUTSIDE EMPLOYMENT.

Member/Employee

Date

Ethics Liaison Officer

Date

LICENSED AND REGULATED BUSINESSES, TRADES AND PROFESSIONS

1. Architects
2. Professional Planners
3. Engineers, Professional Engineers and Land Surveyors
4. Certified Public Accountants
5. Physicians/Surgeons
6. Dentists
7. Beauty Culture Operators
8. Real Estate Agents /Brokers
9. Nurses
10. Optometrists
11. Insurance Agents, Brokers/Salesmen
12. Shorthand reports
13. Veterinarians
14. Morticians
15. Marriage Counselors
16. Hearing Aid Dispensers
17. Psychologists
18. Pharmacists
19. Ophthalmic Dispensers/Technicians
20. Master Plumbers
21. Electrical Contractors
22. Barbers
23. Day Care Center Owner/Operator
24. School Owner/Operator