

The Connecticut Agricultural Experiment Station
Research Foundation
Code of Ethics

The State Code of Ethics for Public Officials and State Employees covers state officials and state employees. The ethical rules are contained in Connecticut General Statutes sections 1-79 and 1-84 through 1-86. The Connecticut Agricultural Experiment Station (CAES) expects Foundation directors to follow state laws and to adhere to the provisions of this Code of Ethics.

Directors received a copy of the "Guide to the Code of Ethics for Public Officials and State Employees" prior to the Foundation's first meeting. New directors will receive the document as needed. It is assumed that the directors read and adhere to the Code. Alleged violations of the State Code of Ethics will subject the director(s) to investigation and possible dismissal.

In addition to the State Code of Ethics for Public officials and State Employees, the CAES expects all Foundation directors to adhere to the following:

- (a) No director of the CAES Foundation shall willfully or knowingly use or distribute confidential Foundation information for any purpose other than official Foundation business. Requests under the Freedom of Information Act should be forwarded to the Director of the CAES.
- (b) No director of the CAES Foundation shall willfully or knowingly use his/her position in the Foundation to enable himself/herself, family members or friends to benefit from Foundation programs or services where an identical benefit or opportunity is not open, available or provided to the general public.
- (c) No director of the CAES Foundation shall willfully or knowingly, in the role of his/her position or position duties and responsibilities, either individually or as a member of a group, directly or indirectly, solicit or accept any gift or gratuity from any person, group, business or organization that is a recipient of state contracts.

Any such gift or gratuity received must be refused or returned, so as not to benefit the Foundation director(s) or create the appearance of a conflict with, or appearance of influencing the performance of the director's duties at the CAES Foundation. The only exception recognized is for items that are open, available and/or provided to the general public or that have negligible monetary value (e.g., a soda, a coffee or a Danish) or gifts received directly from immediate family members, blood relatives or relatives-in-law. Any question regarding either what types of items are acceptable and/or what types of items are not acceptable should be directed to the President of the Foundation (203 974-8442) or Director of the CAES, Louis A. Magnarelli (203 974-8440).

(d) No director of the CAES Foundation shall willfully or knowingly, in the role of his/her position or position responsibilities, either individually or as a member of a group, directly or indirectly, solicit or accept any gift or gratuity from any person or organization with whom he/she has had a financial, business or professional relationship since it could cause or create the appearance of a conflict with, or an appearance of influencing, the performance of the employee's duties as a director of the CAES Foundation.

Any such gift or gratuity received must be refused or returned, so as not to benefit the Foundation director or create the appearance of a conflict with, or appearance of influencing, the performance of the Director's duties at the CAES Foundation. The only exception recognized is for identical items that are open, available and/or provided to the general public or that have negligible monetary value (e.g., a soda, a coffee or a Danish). Any question regarding either what types of items are acceptable and/or what types of items are not acceptable should be directed to the President of the Foundation at (203) 974-8442 or to the agency's Director, Louis A. Magnarelli at (203) 974-8440.

(e) It is the policy of the CAES Foundation that any of its directors who are engaged or may be engaged in an employment relationship or business partnership with another person, firm, organization, business entity or corporation must notify the President of the Foundation (203 974-8442) or the agency's Director, Louis A. Magnarelli, in writing at: CAES, 123 Huntington Street, P. O. Box 1106, New Haven, CT 06504, e-mail Louis.Magnarelli@po.state.ct.us, or Fax at (203) 974-8502, of their prospective or actual employment or business partnership with such person, firm, organization, business entity or corporation.

The written notification will provide an opportunity for further review by agency officials and/or the Office of State Ethics of the degree of potential conflict of interest, if any, and permit appropriate actions where necessary.

(f) Any expenses received for a director's travel, workshop, conference, seminar, or speaking engagement attendance, which is offered by any non-government agency, group, business or professional organization, or individual(s) and which may create or perceive to create a conflict of interest, must be reported immediately to the President of the Foundation (203 974-8442).

(h) The CAES will make every good faith effort to ensure that any and all individuals, licensees, vendors, businesses, groups, organizations and other parties doing business with, seeking to or receiving business contracts or the services of the agency, are aware of the CAES Ethics Policy which prohibits CAES employees or directors of the CAES Foundation from accepting gifts or gratuities, financial benefit or outside employment directly connected to CAES administrative and research/outreach program activities. Each and every employee or director of the CAES Foundation should make every effort to also convey this information to the above-referenced parties at such time of their interaction with the parties.

The aforementioned Ethics Policies and Provisions apply to all employees of the CAES and directors of the CAES Foundation, and it shall be the responsibility of said persons to be familiar with these policies and to comply with them. Agency employees and directors of the CAES Foundation will be asked to sign a statement indicating their receipt of this Policy and may be asked to sign a statement indicating that there is no violation of the State of Connecticut and/or the CAES Code of Ethics or policies.

Evidence of non-compliance or violation of the agency's Ethics Policies may subject the employee(s) or directors of the CAES Foundation to disciplinary action up to and including dismissal.

Questions concerning the agency's Ethics Policies may be directed to:

Michael P. Last, President
The Connecticut Agricultural Experiment Station
P. O. Box 1106
New Haven, CT 06504
E-mail: Michael.Last@po.state.ct.us
Telephone: (203) 974-8442

or

Louis A. Magnarelli, Director
The Connecticut Agricultural Experiment Station
P. O. Box 1106
New Haven, CT 06504
E-mail: Louis.Magnarelli@po.state.ct.us
Telephone: (203) 974-8440

Questions about the State Code of Ethics for Public Officials and State Employees may be directed to:

Office of State Ethics
18-20 Trinity Street
Hartford, CT 06106-1660
E-mail: www.ethics.state.ct.us
Telephone: (860) 566-4472