

Ethics Policy of the Freedom of Information Commission

The Freedom of Information Commission's mission is to administer and enforce the provisions of the Connecticut Freedom of Information Act, and to thereby ensure citizen access to the records and meetings of public agencies in the State of Connecticut. In order to fulfill its mission, the FOIC and each employee thereof is charged with the responsibility of safeguarding all funds and state resources within the control, care and management of the FOIC, as well as with complying fully with the Codes of Ethics. To meet their obligation to comply with the Codes of Ethics, FOIC employees shall:

1. Comply in every aspect with the Code of Ethics for Public Officials (Conn. Gen. Stat. § 1-79 et seq.);
2. Act in a professional, patient, dignified and courteous manner to all persons with whom such employees deal in their official capacities;
3. Respect and comply with all laws, rules and regulations governing the functions and services of the FOIC and conduct themselves at all times in a manner which promotes public confidence in the integrity and impartiality of the FOIC;
4. Act in the best interest of the FOIC and the State of Connecticut, without influence of personal or partisan interests, public clamor or fear of criticism;
5. Preserve the fairness and integrity of all decision-making processes;
6. Avoid all appearances of impropriety in job performance, including, without limitation:
 - (a) Disclosure of any and all conflicts of interest (or potential conflicts of interests) as soon as such conflicts (or potential conflicts) are identified to either a supervisor or the ethics liaison;
 - (b) As appropriate, recusal from the decision-making process whenever a conflict is identified;
 - (c) Avoid showing, through word or deed, any preferential treatment or attitude toward any person, group or other entity in the performance of official duties;

A copy of this policy will be posted on the FOIC's website and will be incorporated into the orientation package for all new employees. Each FOIC employee shall be responsible for reviewing and understanding the Code of Ethics for Public Officials and successfully completing the Office of State Ethics' online or in person training (<https://portal.ct.gov/Ethics/Online-Ethics-Training/Training/Online-Training>).

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