

CTECS ETHICS POLICY

The Connecticut Technical Education and Career System (CTECS) is committed to garnering and maintaining the public's trust. With that commitment comes the inherent need to establish and to sustain the ethical guidelines as set forth by the State of Connecticut. Therefore, CTECS has developed and implemented the following Ethics Policy. Please contact the Office of State Ethics with any questions or concerns that you may have regarding the content and interpretation of this policy.

CTECS is committed to maintaining the highest standards of ethical conduct founded on the following beliefs and values:

- Honesty
- Respect
- Professionalism
- Equity and Fairness
- Social Justice
- Openness and Transparency
- Diligence and Dedication

State Ethics Laws for State Employees

State ethics laws pertaining to CTECS state employees are contained in Connecticut General Statutes Sections 1-84 through 1-86. These laws prohibit CTECS' employees from using their public position or authority for personal financial benefit. Examples of some of these laws and regulations are highlighted below:

State Equipment and Supplies: CTECS employees are prohibited from using state equipment, including telephones, computers, e-mail systems, fax machines, copy machines, state vehicles, and other equipment and supplies (such as shop or fitness room equipment and supplies), for personal, non-work-related purposes.

Outside Employment: CTECS employees are prohibited from accepting outside employment which will impair independence of judgment as to official duties or require or induce disclosure of confidential information gained while employed at CTECS.

Financial Benefit: CTECS employees may not use their public positions or confidential information for the financial benefit of the individual, his or her family, or an "associated business."

Contracts: CTECS employees may not enter into contracts with the state, valued at \$100 or more, unless the contract has been awarded through an open and public process.

Gifts: In general, CTECS employees are prohibited from accepting any gifts from anyone doing business with, seeking to do business with CTECS or from persons known to be a registered lobbyist or lobbyist's representative. Lobbyist information may be obtained from the Office of State Ethics' website at www.ct.gov/ethics.

CTECS employees or member(s) of their immediate family are prohibited from accepting, directly or indirectly, any gift from the employees' supervisor in excess of \$99.99. CTECS employees or members of their immediate family are also prohibited from accepting, directly or indirectly, any gift from employees under his/her supervision in excess of \$99.99. The limit is a per-gift -- not per-year-- amount.

Fees/Honorariums: CTECS employees may not accept any fee or honorarium given in return for a speech or appearance made or article written in one's official capacity. However, employees are permitted to accept necessary expenses (reasonable travel, lodging and waiver of registration fee).

Political Activity: No CTECS employee may campaign for a candidate while on duty or within any period of time during which he/she is expected to perform services for which he/she receives compensation from the state; use state funds, supplies, equipment, vehicles or facilities to promote a candidate, party or issue; or use his/her state position to directly or indirectly influence any political process.

Post -State Employment

CTECS' employees are also prohibited from engaging in the following activities after they leave state employment:

Confidential Information: CTECS employees shall not disclose or use confidential information gained in state service for the financial benefit of any person.

Acting as a Representative: CTECS employees may not represent anyone (other than the state) concerning any particular matter in which he or she participated personally and substantially while in state service and in which the state has a substantial interest. CTECS employees also may not, for one year after leaving state service, represent anyone before CTECS (other than the state), for compensation, concerning a matter in which the state has a substantial interest.

Employment with State Vendors: CTECS employees who participated substantially in, or supervised, the negotiation or award of a state contract valued at \$50,000 or more shall not accept employment with a party to the contract (other than the state) for one year after resigning from state service if the resignation occurs within one year after the contract was signed.

Notice of Ethics Policy

A copy of this policy will be posted on the CTECS Agency website. The policy will also be provided to all individuals who are hired for a position at CTECS and will be incorporated into the orientation program for all new employees. Those leaving CTECS employment will also receive a written summary of the post-state employment rules regarding ethics.

CTECS Ethics Liaison

For further information and guidance, employees may contact the CTECS' Ethics Liaison:

Susan Scott, Agency Legal Director
Connecticut Technical Education and Career System
39 Woodland Street, Hartford, CT 06105
Telephone: 860-559-4841
Email: Susan.Scott@cttech.org

CTECS employees may also request advice directly from The Office of State Ethics:

[The Office of State Ethics](#)

18-20 Trinity Street
Hartford, CT 263-2400
E-mail: ose@ct.gov
Website: www.ct.gov/ethics

Additional Ethics Information and Resources

- **Code of Ethics for Appointed Public Officials and State Employees**
 Connecticut General Statutes Sections 1-79 through 1-89a: www.ct.gov/ethics (Statutes and Regulations)
- **[DAS General Letter regarding political activities of employees](#)**