

**State Board of Sanitarian Registration Ethics Policy**  
**Adopted by the Board April 23, 2003**

**Policy Statement**

It is the policy of the State Board of Sanitarian Registration to carry out its mission in accordance with the strictest ethical guidelines and to ensure that State Board of Sanitarian Registration members and employees conduct themselves in a manner that fosters public confidence in the integrity of the Board, its processes, and its accomplishments.

**General Standards of Ethical Conduct**

State Board of Sanitarian Registration members and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102. and 2921. of the Ohio Revised Code (R.C.), and as interpreted by the Ohio Ethics Commission and Ohio courts. (A copy of these laws is provided by the State Board of Sanitarian Registration, and receipt acknowledged, as required in R.C. 102.09(D).) Members and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

A general summary of the restraints upon the conduct of all members and employees includes, but is not limited to, those listed below. No member or employee shall:

- Solicit or accept anything of value from anyone doing business with the State Board of Sanitarian Registration;
- Solicit or accept employment from anyone doing business with the State Board of Sanitarian Registration, unless the member or employee completely withdraws from the Board's activity regarding the party offering employment, and the Board approves the withdrawal;
- Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;
- Be paid or accept any form of compensation for personal services rendered on a matter before, or sell goods or services to, the State Board of Sanitarian Registration;
- Be paid or accept any form of compensation for personal services rendered on a matter before, or sell (except by competitive bid) goods or services to, *any* state agency other than the State Board of Sanitarian Registration, unless the member or employee first discloses the services or sales *and* withdraws from matters before the Board that directly affect officials and employees of the other state agency, as directed in R.C. 102.04;

- Hold or benefit from a contract with, authorized by, or approved by, the State Board of Sanitarian Registration (the Ethics Law does except limited stockholdings, and some contracts objectively shown as the lowest cost services, where *all* criteria under R.C. 2921.42 are met);
- Vote, authorize, recommend, or in any other way use his or her position to secure approval of a Board contract (including employment or personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;
- Solicit or accept honoraria (see R.C. 102.01(H)) and 102.03(H));
- During public service, and for one year after leaving public service, represent any person, in any fashion, before *any* public agency, with respect to a matter in which the official or employee personally participated while serving with the State Board of Sanitarian Registration;
- Use or disclose confidential information protected by law, unless appropriately authorized; or
- Use, or authorize the use of, his or her title, the name “State Board of Sanitarian Registration” or “SBSR” or the Board's logo in a manner that suggests impropriety, favoritism, or bias by the Board, official or employee.

For purposes of this policy:

- “*Anything of value*” includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. “Value” means worth greater than de minimis or nominal.
- “*Anyone doing business with the State Board of Sanitarian Registration*” includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before Board.

## **Financial Disclosure**

Every State Board of Sanitarian Registration member or employee required to file a financial disclosure statement must file a complete and accurate statement with the Ethics Commission by April 15 of each year. Any member or employee appointed or employed after February 15 and required to file a financial disclosure statement must file a statement within ninety days of appointment or employment.

## **Assistance**

The Ethics Commission is available to provide advice and assistance regarding the application of the Ethics Laws and related statutes. The Commission can be

contacted at (614) 466-7090. The Commission's web site address is: [www.ethics.state.oh.us](http://www.ethics.state.oh.us). State Board of Sanitarian Registration counsel and counsel for the Governor's Office are available to answer questions involving this policy.

### **Penalties**

Failure of any State Board of Sanitarian Registration official or employee to abide by this Ethics policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

### **Changes**

This policy may be changed only by majority vote of the State Board of Sanitarian Registration.