
1. CODE OF ETHICS

Applies to: All Employees

A. Preface/Basic Policy

The Burlington County Bridge Commission ("the Commission") owes a responsibility to the general public to conduct its business responsibly and professionally. When persons are employed by the Commission, they are expected to conduct themselves in a manner that will always reflect favorably on themselves and the Commission. In all their activities, personal and professional, they should always be aware of the high standards of behavior expected of them.

No employee of the Commission should pursue any personal interests which might conflict or appear to conflict with the interests of the Commission, or which might influence or appear to influence the employee's judgment. They are also expected to show the proper consideration for the rights and responsibilities of fellow employees.

Bearing this in mind, the Commission sets forth the following "Code of Ethics" to guide the daily activities of its employees.

B. Conflicts of Interest

1. Employees must at all times refrain from any conflict of interest with the Commission. Although it is impractical to describe all circumstances in which a conflict of interest may arise, a conflict of interest exists whenever the performance of an employee's official duties has or appears to have a direct and predictable effect upon the personal affairs of the employee, the employee's immediate family, or any other entity with which the employee is associated.
2. It should be understood that the appearance of a conflict of interest may be just as damaging as an actual conflict. The Commission expects its employees to exercise good judgment.

C. Gifts, Entertainment and Favors

1. No employee, member of his or her immediate family, or business organization in which he or she has an interest, shall solicit or accept any gifts, favor, loan, political contribution, services, promise of future employment, or other thing of value based upon an understanding that the gift, favor, loan, contribution, service, promise, or other thing of value was given or offered for the purpose of influencing him or her, directly or

indirectly, in the discharge of his or her official duties. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office, if the employee has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the employee in the discharge of his or her official duties.

2. Employees are not prohibited from accepting an unsolicited non-cash gift or gratuity, provided that its value is nominal in relation to the circumstances in which it is offered and accepted, including such items as:
 - a. Anything of monetary value from a friend or family member when the circumstances make it clear that the motivation for the action is a personal or family relationship;
 - b. Food and refreshments in the ordinary course of business, provided that Police are prohibited from receiving free food and drink from merchants or retail establishments during working hours or on account of their official position;
 - c. Unsolicited advertising or promotional material such as pens, pencils, note pads and calendars.

3. Employees generally may not accept reimbursement for travel or expenses related to Commission business from any source other than the Commission. Employees may accept reimbursement for travel or expenses related to non-Commission business, provided that the circumstances are such that acceptance of the reimbursement does not appear to be a conflict of interest. Whether an employee's travel is related to Commission business is a question to be resolved by the employee's department head or the Executive Director. The following factors should be considered:
 - a. The relationship of the purpose of the trip to the employee's duties;
 - b. The Commission's interest in the employee's participation in the matter;
 - c. The employee's independent interest in the subject matter, or the employee's relationship to the sponsors of the event.

D. Misuse of Bridge Property

It is inappropriate for an employee to use bridge property, including equipment and supplies, for personal or non-job related purposes, and no employee may use bridge property for anything other than approved activities. Every employee is responsible for protecting and conserving bridge property.

E. Gambling, Betting and Lotteries

No employee shall participate, while on bridge property or while on duty for the bridge in operating gambling devices; in conducting an organized lottery or pool; in participating in games for money or property; or in selling or purchasing numbers tickets.

F. Employee Safety and the Environment

The State of New Jersey and the federal government have established various laws and regulations designed to ensure employee safety and to protect the environment. Since employees of the Commission act on behalf of the Commission, they are expected to comply with all applicable employee safety and environmental laws. Employees are encouraged to seek guidance from their supervisors if they have any questions concerning these laws, and they are expected to report any violations of the law to their supervisors, the Police Department management, and the Executive Director.

G. Discovery of Policy Violations

An employee who discovers a violation of the Commission's Code of Ethics has a duty to report the violation to the employee's direct supervisor immediately, or to the Executive Director if the employee's direct supervisor is involved in the violation. An employee who fails to report such a violation is subject to Disciplinary Rule Part 14, which is set forth in this Manual. If the employee is not fully satisfied with the supervisor's response, or is unable to contact the supervisor, the employee should then report the violation directly to any Management official and the Executive Director, if necessary.

3. POLICY ON EQUAL EMPLOYMENT OPPORTUNITY

Applies To: All Employees

The Burlington County Bridge Commission is committed to the principles of equal employment opportunities for all qualified persons. It is the policy of the Burlington County Bridge Commission to comply with applicable federal and state laws in order to afford equal opportunities for employment.

The Bridge Commission hires, promotes, transfers, compensates, retains and administers all other personnel actions without regard to race, color, creed, national origin, ancestry, religion, sex, affectional or sexual orientation, marital status, age, disability, veteran status, political affiliation, or any other category protected by law.

It is the goal of the Bridge Commission to provide a workplace free from discrimination and harassment. The Bridge Commission expects its employees to conduct themselves in accordance with Bridge Commission's equal opportunity policy. Acts of discrimination, including unlawful harassment, are not appropriate and will not be tolerated.

4. POLICY ON SEXUAL AND OTHER UNLAWFUL HARASSMENT

Applies To: All Employees

A. Sexual And Other Unlawful Harassment Prohibited

Sexual and other types of unlawful harassment are serious offenses; the Bridge Commission considers such behavior unacceptable and will not tolerate this behavior in any way. All employees, regardless of position, are responsible for ensuring that our workplace is free from any form of harassment. Sexual and other unlawful harassment are also forms of employment discrimination and are prohibited by law. Violation of this policy will be cause for appropriate disciplinary action, up to and including termination.

B. Sexual And Other Unlawful Harassment Defined

1. Definition of Sexual Harassment: Sexual harassment means any unwelcome sexual attention, sexual advances, requests for sexual favors, and any other verbal, visual, or physical conduct of a sexual nature whenever:
 - (a) submission to such conduct is made to either explicitly or implicitly a term or condition of an individual's continued employment; or
 - (b) submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual; or
 - (c) such conduct is intended to, or has the effect of unreasonably interfering with an individual's work performance; or
 - (d) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.
2. Examples of Sexual Harassment: Examples of sexual harassment include but are not limited to such things as: threatening adverse employment action if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted physical contact, including pinching or touching; sexually offensive remarks, including inappropriate comments about appearance, leering, whistling, obscene jokes or other inappropriate use of sexually explicit or offensive language; the display in the workplace of inappropriate or sexually suggestive objects or pictures.

3. Definition of Other Unlawful Harassment: Other unlawful harassment includes harassment due to race, color, creed, national origin, ancestry, religion, sex, affectional or sexual orientation, marital status, familial status, age, disability, veteran status, political affiliation, or any other category protected by law.
4. Examples of Unlawful Harassment: Harassment may include, but is not limited to, verbal or physical attacks, written threats or slurs that relate to a person's membership in a protected class, unwelcome banter, teasing, or jokes that are derogatory, or depict members of a protected class in a stereotypical and demeaning manner, or any other conduct which has the purpose or effect of interfering unreasonably with an individual's work or academic performance or creates an offensive, hostile, or intimidating working or learning environment.

C. Persons Covered

This policy prohibits sexual and other unlawful harassment of *all* employees and applicants for employment, as well as the general public.

D. Enforcement

1. The Bridge Commission strives to provide a workplace that is free from all forms of harassment, including discrimination. Anyone who believes that they have been or are being subject to discrimination, sexual harassment, or any other unlawful harassment in the workplace should promptly take the following actions:
 - (a) Politely, but firmly, tell the harasser that his/her conduct is not welcome and must stop. However, if the harassed individual does not feel comfortable confronting the harasser, immediately proceed to step (b).
 - (b) If the conduct persists, if the harassed person is afraid for any reason to confront the harasser, or if the harassed person believes that he/she has been retaliated against by the harasser for invoking step (a), the individual should bring the problem to the attention of the Department Head or Director of Human Resources, without fear of any retaliation, humiliation, or recrimination.
 - (c) If the Department Head or Director of Human Resources is involved in the alleged harassment, the complaint may be made to the Executive Director, Director of Operations and Administration, or

Deputy Executive Director. If the Executive Director is involved, the complaint should be made to the Department Head, Director of Human Resources, Director of Operations and Administration, or Deputy Executive Director.

2. The Bridge Commission will promptly investigate all allegations of unlawful harassment or discrimination in as confidential a manner as is reasonably possible.
3. If the investigation concludes that a violation of this policy has occurred, then appropriate remedial action will be taken promptly, which may include discipline or discharge of the harasser.
4. Retaliation in any form against a complainant who has exercised his or her right to make a complaint under this policy is strictly prohibited, even if the investigation concludes that no unlawful harassment or discrimination has occurred. Retaliation will be cause for appropriate disciplinary action, up to and including discharge.

30. ANTI-NEPOTISM POLICY

Applies To: All Employees

A. No person shall be hired by the Commission for any Full-Time position in the Toll Department, Maintenance Department or Police Department who is a relative of a Chairman, Commissioner, or Executive Employees of the Commission, or supervisory administration personnel.

It shall be the duty of the related Chairman, Commissioner, Executive Employee or supervisory administration personnel to immediately disclose any relationship which may constitute a violation of a policy. Failure to do so will result in appropriate disciplinary action, up to and including termination.

B. Definitions

1. The term "relative" shall be defined as: parent, spouse, civil union partner, child, sibling, grandparent, grandchild, aunt, uncle, niece, nephew, first or second cousin, or in-law (or relative of a civil union partner).

2. The term "Executive Employee" shall include the following positions: Executive Director; Deputy Executive Director; Director, Bridge Operations and Administration; Contracting Officer; Chief Financial Officer; Director, Human Resources; Maintenance Superintendent; Toll Administrator; Office Manager; Burlington Bridge Manager; Director, Improvement Authority; Director, Palmyra Cove Nature Park; and Director, Public Safety.