



Board of Selectmen
Town of Hollis
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PROFESSIONAL GUIDELINES FOR THE TOWN OF HOLLIS

The Professional Guidelines set forth below are for all full-time and part-time personnel; all appointed and elected officials and all volunteers for the Town of Hollis. Collectively, all will be considered as “public officials” and shall:

1. Perform their duties in accordance with applicable laws and regulations and apply them uniformly and fairly. Perform all work related assignments to the best of their ability and in accordance with standards pertaining to their particular duties.
2. Make available all public records in their custody for public review unless access to such records is specifically limited or prohibited by law, or the information has been obtained on a confidential basis and the law permits such information to be treated confidentially. Make every effort to inform the public about their rights and responsibilities under the law and as applied to each case. A written request may be required.
3. Maintain an open, courteous and respectful attitude in their dealings with the public and require the same of their subordinates.
4. Cooperate with other public officials to improve the efficiency and effectiveness of public administration.
5. Conduct their duties and activities in a manner that will reflect credit upon themselves and their professions.
6. Claim no professional designation unless authorized by the conferring organization, whether the claim be verbal or written, not claim qualifications that are not factual or may be misleading.
7. Give full credit to the source of any materials quoted or cited in writings, speeches, or deliberations.
8. Accept no assignments that could reasonably be construed as being in conflict with their responsibility to their employment. Accept no assignments in which there might be an unrevealed personal interest or bias. Accept no assignment in which they are not qualified to perform.
9. Never accept work for which there is compensation dependent upon or influenced by any condition that could impair objectivity. It is not the purpose of this standard to prohibit the acceptance of all contingency engagements. It does, however, prohibit the acceptance of contingency engagements that in any way might compromise the integrity of decisions of the public official.