

**Tri-County Council for Western Maryland, Inc.**  
**Code of Ethics Policy Statement**

This Code of Ethics Policy Statement was adopted by Tri-County Council for Western Maryland, Inc. (TCCWMD) on the \_\_\_\_\_ day of \_\_\_\_\_, 2026.

General Policy Statement: TCCWMD Members, TCCWMD Committee Members, including, but not limited to, the Loan Fund Committees, and TCCWMD Staff, are hereby prohibited from participation in any decision by TCCWMD which will result in the personal or financial benefit of such persons or their immediate families.

In addition, TCCWMD Members, TCCWMD Committee Members, and TCCWMD Staff will not pursue or represent individual interests or those of their immediate family or of any business associates in connection with any decisions being made by TCCWMD that will affect the allocation or distribution of federal, state, or county funds. If decisions are made by TCCWMD regarding any member, staff, family or business associates either directly or indirectly, the Member, Committee Member or Staff will remove him/herself from any participation whatsoever in said discussion and decision.

TCCWMD Members, TCCWMD Committee Members, and TCCWMD Staff will present themselves at all times in conducting the official business of TCCWMD in a matter befitting the highest ethical standards and standards of fairness, honesty and personal integrity. TCCWMD Members, TCCWMD Committee Members, and TCCWMD Staff will, in conducting the business of TCCWMD, be primarily guided by acting only in the best interest of TCCWMD and the best interest of Allegany, Garrett and Washington counties. TCCWMD Members, TCCWMD Committee Members, and TCCWMD Staff will be guided in their activities on behalf of TCCWMD that they are acting primarily as agents of the public trust and are responsible for seeing that the public interest is kept foremost in the management of the agency's programs and funds.

TCCWMD Code of Ethics: TCCWMD Members, TCCWMD Committee Members, including, but not limited to, the Loan Fund Committees, and TCCWMD Staff will subscribe to and be guided in the performance of their activities on behalf of TCCWMD by the following Code of Ethics:

1. Uphold the U.S. Constitution, federal laws and regulations, as well as the laws and regulations of the state of Maryland, and of all applicable local units of government.
2. Uphold the By-Laws and officially adopted rules and procedures of the TCCWMD.
3. Put in actions for TCCWMD, the public interest above all private interest and consider their primary responsibility to be to serve the region and its people.
4. Recognize that policy decisions are the responsibility of the TCCWMD General Council and Executive Committee, but the day-to-day implementation of the policies is the responsibility of the Executive Director and other TCCWMD Staff.

5. Never offer, give or accept any gifts, favors or services that might tend to influence staff members in the fair and impartial discharge of their duties.
6. Never use their position to secure advantage or favor for themselves, their family or business and political associates.
7. Never disclose confidential information (including personal financial information) gained by reason of their position or job responsibilities, nor use such information for personal gain.
8. Never make recommendations, while employed by or while a member of TCCWMD on any matter that involves a business in which the person or their immediate family have a direct or indirect financial interest.
9. Never engage in supplemental employment, business or professional activity which compromises or impairs the performance of their services as staff of TCCWMD.
10. Do not attempt, wither falsely or maliciously, to injure the reputation, business, or employment status of any individual working with or for TCCWMD.

This Code of Ethics Policy Statement was distributed and signatures requested from each TCCWMD member, TCCWMD Committee Member, including, but not limited to, the Loan Fund Committees, and TCCWMD Staff acknowledging that the statement has been read. Each new TCCWMD Member, TCCWMD Committee Member and TCCWMD Staff Member are requested to read and sign this Statement at the time of appointment or hire. This statement may be amended from time to time by TCCWMD.

\_\_\_\_\_  
Signed: TCCWMD Chairman

\_\_\_\_\_  
Witnessed: TCCWMD Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

I have acknowledged that I have received a copy of and read the above Tri-County Council for Western Maryland, Inc. Code of Ethics Policy Statement.

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Date