



Maine Municipal Tax Collectors' and Treasurers' Association

Standard of Ethics and Professional Conduct

The Maine Municipal Tax Collectors' and Treasurers' Association (MMTCTA) is a professional non-profit organization that seeks to promote the general interests of its members through the exchange of information and ideas. In pursuit of this objective all members of the MMTCTA are enjoined to adhere to legal, ethical, and professional standards of conduct in the fulfillment of their professional responsibilities. The standards of ethics and professional conduct set forth in the tenets below are promulgated in order to enhance the performance of all members of this Association.

- Members shall abide by approved professional practices and recommended standards.
- Members shall strive to provide the highest quality of performance and counsel.
- Members shall exercise prudence and integrity in the management of funds and in all financial transactions.
- Members shall not knowingly sign, subscribe to, or permit the issuance of any statement, report, or provide information which contains any misstatement or which omits any material fact.
- Members shall present financial information pursuant to applicable law and generally accepted practices and guidelines.
- Members shall not knowingly be a party to or condone any illegal or improper activity.
- Members shall respect the rights, responsibilities and integrity of their colleagues with whom they work and associate.
- Members shall promote equal employment opportunities, and in doing so, oppose discrimination, harassment or other unfair practices.
- The MMTCTA Ethics Committee is responsible for investigating, evaluating and making recommendations on all reports received related to possible violations of the MMTCTA's Code of Ethics by a member or members.

UPDATE BY LEO OUELLETTE, ETHICS COMMITTEE CHAIR, ON DECEMBER 22, 2010

ADOPTED BY THE ASSOCIATION JANUARY, 2011