



VETERANS ASSISTANCE COMMISSION OF MACOUPIN COUNTY, ILLINOIS

MACVAC-GOV-002

Ethics Policy

Adopting Macoupin County Ethics Ordinances O-2004.03 and O-2012.06

Policy Number:	MACVAC-GOV-002
Effective Date:	May 13, 2026
Version:	v1.0
Legal Authority:	330 ILCS 45/9(g); 5 ILCS 430 (State Officials and Employees Ethics Act); PA 93-615; PA 93-617; Macoupin County O-2004.03; O-2012.06
Adopted By:	Board of Commissioners — Veterans Assistance Commission of Macoupin County Resolution R-2026-11
Annual Review:	Required — Each calendar year by the Superintendent
Supersedes:	N/A — Initial Adoption



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Section 1 — Purpose and Authority

The Veterans Assistance Commission of Macoupin County (“Commission”) is committed to the highest standards of ethical conduct in all operations, consistent with its obligation to the Veterans and survivors it serves. This policy is adopted pursuant to 330 ILCS 45/9(g), which requires the Commission to adopt applicable county policies as its own, and pursuant to the Illinois State Officials and Employees Ethics Act (5 ILCS 430), which requires all units of local government to adopt ethics regulations no less restrictive than the Act. The Commission hereby adopts Macoupin County Ethics Ordinance O-2004.03, as amended by Ordinance O-2012.06, as its official Ethics Policy with the MACVAC-specific adaptations set forth herein.

Section 2 — Scope

This policy applies to all MACVAC commissioners, officers, and employees, whether full-time, part-time, or contractual. References to “employee” or “officer” include all persons serving the Commission in any capacity.

Section 3 — Key Definitions

Gift

Any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value, including cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee. (5 ILCS 430/1-5)

Prohibited Source

Any person or entity that: (1) is seeking official action by the Commission; (2) does business or seeks to do business with the Commission; (3) conducts activities regulated by the Commission; or (4) has interests that may be substantially affected by the official duties of any officer or employee. (5 ILCS 430/1-5)

Prohibited Political Activity

Any activity in support of or in connection with any campaign for elective office or any political organization, conducted on compensated time or using Commission resources. This includes organizing events, soliciting contributions, circulating petitions, campaigning, and distributing campaign materials. (5 ILCS 430/5-15)

Section 4 — Gift Prohibition

No officer, commissioner, or employee of the Commission shall solicit or accept any gift from any prohibited source or in connection with their official duties, regardless of value. This prohibition applies whether the gift is offered to the individual directly, to a family member, or to any other person on their behalf.

Exceptions (consistent with 5 ILCS 430/10-10):

- Anything for which fair market value is paid by the recipient
- Commercially available discounts available to the general public
- Educational materials and informational resources directly related to official MACVAC duties
- Gifts from a family member where no official MACVAC relationship is involved
- Ceremonial items of negligible value (e.g., plaques, certificates)



Section 5 — Prohibited Political Activities on Compensated Time

No officer, commissioner, or employee shall engage in prohibited political activity during compensated time or using Commission resources, including equipment, supplies, facilities, or personnel. This section does not restrict political activity conducted entirely on the individual's own time and at their own expense.

Section 6 — Use of Commission Resources

Commission resources — including computers, telephones, vehicles, supplies, facilities, and staff time — shall be used solely for official MACVAC purposes. Incidental personal use of minimal value that does not interfere with official duties is permissible, consistent with county policy. No Commission resource may be used for personal financial gain or for the benefit of any political organization or campaign.

Section 7 — Conflicts of Interest

Officers, commissioners, and employees must avoid situations in which personal financial interests conflict or appear to conflict with their duties to the Commission and the Veterans it serves. Any potential conflict must be disclosed immediately to the Ethics Designee. No officer or employee shall participate in any official action in which they have a direct or indirect financial interest.

Section 8 — Ethics Designee

The Superintendent / VSO is designated as the Ethics Designee of the Commission. The Ethics Designee is responsible for:

- Receiving ethics complaints and disclosures
- Providing ethics guidance to commissioners, officers, and employees
- Coordinating annual ethics training
- Reporting ethics findings to the Board of Commissioners

Complaints or disclosures concerning the Superintendent shall be directed to the Board President, who assumes the Ethics Designee function for that matter.

Section 9 — Complaint Procedures

Any commissioner, officer, or employee who believes a violation of this policy has occurred shall report the matter as follows:

Complaint Against:	Report To:
A co-worker or staff member	Superintendent / VSO (Ethics Designee)
The Superintendent	Board President

All complaints will be handled with discretion. The Ethics Designee or Board President (as applicable) will investigate the complaint and report findings and recommended action to the Board of Commissioners. No retaliation shall be taken against any person who in good faith reports an ethics concern.

External resources: Illinois Executive Ethics Commission (312) 814-9000 | Inspector General (312) 814-5526



Section 10 — Penalties

Violations of this policy may result in disciplinary action up to and including termination or removal from office, consistent with applicable law. In addition, the Illinois State Officials and Employees Ethics Act provides for civil penalties of up to \$5,000 per violation (5 ILCS 430/50-5). Criminal referrals may be made to the appropriate prosecutorial authority where warranted.

Section 11 — Training & Distribution

The Superintendent shall provide ethics training to all officers, commissioners, and employees upon adoption of this policy and annually thereafter. All covered individuals shall sign the Acknowledgment Form (attached) upon receipt. Signed acknowledgments shall be retained in personnel files.

Section 12 — Annual Review

This policy shall be reviewed annually by the Superintendent and updated as necessary to reflect changes in applicable law or Commission operations. Any material amendments require Board approval by resolution.



ACKNOWLEDGMENT OF RECEIPT & UNDERSTANDING

MACVAC-GOV-002 — Ethics Policy

Veterans Assistance Commission of Macoupin County, Illinois

I acknowledge that I have received, read, and understand the Ethics Policy (MACVAC-GOV-002) of the Veterans Assistance Commission of Macoupin County. I understand that compliance with this policy is a condition of my service to the MACVAC, whether as an officer, employee, or commissioner. I agree to abide by its provisions and understand that violations may result in disciplinary action up to and including termination or removal.

Printed Name: _____

Title / Role: _____

Signature: X _____

Date: _____

FILING INSTRUCTION — SUPERINTENDENT

Collect signed acknowledgment forms from all commissioners, officers, and employees upon policy adoption. File in: 09_Personnel & HR / HR Policies / Acknowledgments / MACVAC-GOV-002. Retain for the duration of the individual's service plus three years per the Illinois Local Records Act (50 ILCS 205).