**Section 3000.190 Ethical Conduct**

a) For the purposes of Section 5.3(j) of the Act and this Section, the following terms shall have the following meanings:

1) "Applicant": Any person or entity that has directly or indirectly expressed interest to an official or employee of a host community in obtaining an owners license under the Act in that host community, regardless of whether that person or entity has submitted an application to the Board.

2) "Communication": Any written or oral communication, including with any agent, representative, or affiliate, or indirect communication through third parties or intermediaries, irrespective of whether that communication occurs in a public forum.

3) "Employee": Any person employed full-time, part-time, or pursuant to a contract and whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed.

4) "Local Government": Any unit of government wholly within the State of Illinois other than the State of Illinois.

5) "Official": Any of the following:

A) Elected or appointed official of the host community;

B) Any participant in a committee, group, team, or other organization acting at the behest of or in cooperation with the host community; or

C) Agent, contractor, or other delegate of the host community.

b) Disclosures made to the Board required under Section 5.3(j) of the Act and this Section shall be in a manner consistent with Section 5.3(j) of the Act and this Section.

c) All applicants and licensees have a duty to report to the Administrator or any other Board agent designated by the Administrator, any facts that the applicant or licensee has reasonable grounds to believe indicate a violation of Section 5.3 of the Act, including, but not limited to:

1) Violations by the applicant, licensee, or the applicant's or licensee's own agents, employees or affiliates;

2) Violations by any other applicant, licensee, or that applicant's or licensee's agents, employees or affiliates; or

3) Violations by any current or former official or employee of a corporate authority of a host community, or that person's spouse, child, or parent.

d) Any communication subject to disclosure under Section 5.3(j) of the Act that occurred prior to the effective date of this Section and after the effective date of Section 5.3(j) of the Act shall be disclosed to the Board within 14 days after the effective date of this Section.

(Source: Added at 44 Ill. Reg. 3224, effective February 4, 2020)