



# City Policies

SUBJECT: ETHICAL BUSINESS CONDUCT

NO. HR40.0

EFFECTIVE: 06/25/2012

REVISED: 01/01/2014

APPROVED:   
Ronald L. Olson, City Manager

DATE: 3 Jan 2014

## I. PURPOSE

Without the public trust, we can accomplish nothing of value. It is essential to the good of the public service that the people we serve have confidence in the City and its employees. The purpose of this policy is to clarify expectations regarding the ethical behavior of City employees and emphasize the critical and essential nature of doing our work in an ethical manner, every day, all the time. Ethical behavior will assist us in gaining the public trust.

## II. SCOPE

This policy applies to all City employees covered by the ethics ordinance.

## III. POLICY

It is expected that each employee, using good common sense, will always comply with the City's Ethics Ordinance (attached). The City's Ethics Ordinance delineates, in detail, the kinds of behaviors that are right and wrong for City employees to engage in.

If an employee is ever in doubt about how to apply the provisions of the ordinance, they should ask themselves the question, "How would the people I serve react if they were to read about my actions on the front page of the newspaper?" Then, they should behave in a way that maintains the highest level of public trust.

Employees should not only abstain from violations of the Ethics Ordinance but the appearance of violations, because most of the time, the appearance of unethical behavior has the same negative effect on the tax paying public as an actual violation.

## V. CONSEQUENCES FOR VIOLATION OF THIS POLICY

Ethical behavior is expected of each employee and is taken very seriously. A failure of ethical behavior, and of compliance with this policy, will result in disciplinary action, up to and including termination.

## **VII. QUESTIONS REGARDING THIS POLICY**

Questions regarding this policy should be directed first to the chain of command; following that, to the Ethics Officer, as designated by the City Manager. If an employee has questions regarding the behavior of another employee, they can make it known to the Ethics Officer or call the City Manager's hotline 361.826.8484.