

EXAMPLE GOVERNMENT CODE OF CONDUCT

It is the policy of this government that in all cases its employees will perform their duties for the benefit of the citizens and constituents. They shall conduct the operations of the government with loyalty, integrity and impartiality, without allowing prejudice, favoritism or the opportunity for personal gain to influence their decisions or actions or to interfere with serving the public interest. The purpose of this policy is to establish legal and ethical standards of conduct for all officials and employees of the government and to require disclosures by all officials and employees of private, financial or other interests in matters that may affect the government. All government employees shall adhere to the following code of ethics to build public trust and ensure equitable treatment for all.

Trustworthiness

All government employees should demonstrate the highest standards of personal integrity, truthfulness, and honesty in all public activities. The protection of confidential information from inappropriate use is of utmost importance and should be handled accordingly. No employee shall use the funds, property, equipment, supplies or labor of the government for a purpose which is for the private benefit of such employee or any other individual or group of individuals unless the same benefit is available to the general public on equal terms or the use is in accordance with government policies and/or ordinances.

Gifts or Gratuities

No employee, shall directly or indirectly solicit, accept, or receive any gift or consideration whether in the form of money, services, loan, travel, meals, business luncheons, entertainment, or thing of promise from any vendor, company, person, or entity who presently does business with the government, has done business with the government in the past, or is seeking to do business with the government. No employee, acting within the scope of their employment or because of their position, shall accept any non-monetary item or items with a total value of more than \$10.00 received during one calendar day. The following shall not constitute gifts or consideration for purposes of this section:

- (1) Discounts offered to all government employees.
- (2) Discounts offered to the general public or to private groups such as professional organizations, religious, or service organizations.
- (3) Entertainment provided at a public, professional or community event in which multiple officials or employees of the government or other governments are invited. Examples include: Picnics, holiday parties and civic celebrations.
- (4) Entertainment such as golf outings, hockey games, football games, baseball games or other sporting events available to all government employees.
- (5) Acceptance of a professional or public award reflecting positive performance or community service.
- (6) Campaign contributions reported in full compliance with federal, state and local ordinances as they may apply.
- (7) Informational materials such as books, reports, pamphlets, calendars, or periodicals not prominently displayed.
- (8) Greeting cards and items with little intrinsic value such as plaques, certificates, and trophies which are intended solely for presentation.
- (9) Luncheons, dinners or other events where membership dues cover the price of the meal or where food is served in conjunction with training previously authorized by a supervisor.
- (10) Contributions and donations from businesses or others used for charitable events, such as United Way fundraisers.

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(11) Actual expenses for food, beverages, registration, travel and lodging which is given in return for participation in a panel or speaking engagement at the meeting when the expenses relate directly to the day or days on which the employee has participation or presentation responsibilities. Any employee who attends a business lunch with a vendor shall be responsible for payment of their own meal.

Drug-free Work Force

No employee shall possess, use, manufacture, dispense, sell or distribute alcoholic beverages or illegal drugs while on duty, while in a government vehicle, while on government property, or while wearing a government uniform (on or off duty); nor shall any such employee be under the influence of such substances while in the named situations. Provided that consumption of such substances as an authorized part of a law enforcement training program or while doing law enforcement work in an undercover capacity may be permitted, but only to the extent approved by appropriate supervisors.

Conflicts of Interest

All government employees shall identify their possession or ownership of a business or maintenance of a proprietary interest in a business. This disclosure shall be made on an annual basis and provided to the human resources department on the government's conflict of interest statement form. For purposes of this section, "proprietary interest" means ownership of more than 25 per cent of the business or the stock therein or any percentage which constitutes a controlling interest, but shall not include any such interest held by a blind trust.

Respect, Caring, and Attitude

Government employees should treat all individuals in a respectful, courteous, and professional manner. Government employees shall not exceed their authority or breach any laws or ask others to do so and should work in full compliance with others unless prohibited from doing so by law.

Every employee is viewed as a representative of the government and should display loyalty, honesty, courtesy, reliability and helpfulness whether they are receiving criticism or answering a question from private citizens or from fellow employees. An employee's attitude is a reflection upon the government's service.

The creation and maintenance of positive relationships is important. Employees should strive to find solutions to customer issues and problems and offer suggestions for improvement to leadership when appropriate.

Responsibility

A primary goal of the government is to uphold the public trust. Employees should perform job duties diligently and promptly and make no promises of any kind which conflict with one's public duties and responsibilities. No employee, either on that person's behalf or on behalf of any other person, shall have any financial or personal interest in any business or transaction with the governing body, a board, commission, committee or other public body of the government.

Personal Appearance

Personal appearance is important. Employees will dress in a manner that creates a good impression upon the people served; the department director has the authority to adopt dress codes for the use within the department, provided that all such dress codes which are adopted must be in writing and prominently posted or otherwise distributed so as to give the employees reasonable

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notice of the requirements of the dress code. Provided further, that the chief executive officer may reverse any or all of the director's decision to impose or waive a dress code.

Use of Government Property

Employees are expected to use and operate government property in a careful and safe manner. Government property shall be used for municipal government purposes only except when a specific policy, contract, or agreement provides for personal use. Responsibility for government property is a part of every employee's job. Use of government property, including uniforms, for political campaign purposes shall result in disciplinary action. As used herein, the wearing of any shirt, jacket, hat, insignia, badge, or other emblem of office which is used to identify government employees, or which was purchased or provided by the government, is prohibited while campaigning, whether or not all or some portion of the item is masked or obscured. The uses of insignia used to identify a labor organization is not prohibited by this article, unless the labor insignia has been altered or obscured in such a way as to make it appear to be government property or a portion of a government uniform. In addition to being a violation of the employee standards of conduct, the violation of this subsection shall be a Class A offense.

Fairness

All employees should treat others with impartiality and equity. No special favors or privileges should be provided or accepted that could be perceived as influencing the performance of one's duties. Applicable laws and regulations will be applied impartially to everyone.

Outside Employment

Employees of the government may be self-employed or may take occasional part-time jobs if, in the opinion of the department director, there is no conflict with working hours, the employee's efficiency in the government work, or with the interest of the government. The employee must obtain approval from the department director before accepting outside employment or venturing into a business. Employees of the government may not engage in outside employment while on duty, nor may government property be used for any reason other than government functions except as authorized by a specific policy, agreement or contract.

Citizenship

All officials and personnel should make decisions that benefit the public interest and engage only in activities that are consistent with the performance of one's duties.

Political Activity

The following standards of conduct should be applied to circumstances involving political activity:

- (1) Any employee who files as a candidate for elected office shall be considered to have resigned from government employment effective on the date that the candidacy is filed. Employees may file as candidates for other public offices without being subject to disciplinary action, provided that they are able to perform their normal duties for the government at normal hours and without interference. In the event the government employee wins the election and is subsequently sworn into an office, if the office requires the employee's full-time attention during all or any portion of the year, the employee shall be deemed to have resigned from government employment effective on the date that the employee is sworn into the office.

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(2) No government employee may use government equipment, including government uniforms, while campaigning for office, or while campaigning on behalf of another candidate.

(3) No government employee may place campaign literature or signs advocating or supporting or opposing any person or issue on any real estate, buildings or equipment which is owned or leased by the government or any of its trusts. No government employee may park a privately-owned vehicle on government-owned property if such vehicle has such campaign materials in any form that are placed so as to be observable from the exterior of the vehicle. As used in this subsection, the term "government-owned property" includes city hall, police headquarters, fire stations, public works buildings, employee parking lots, water treatment plants, sewer treatment plants, water towers, lift stations, and the grounds on which they are located. "Government-owned property" shall also include government parks, provided that individual participation as a private citizen by attending political rallies or similar organized events which are held in government parks shall not be considered a violation of this section. However, "government-owned property" shall not include land in which the government merely owns a right-of-way or easement. Campaign materials shall not be interpreted as including two or fewer adhesive-backed bumper stickers, which do not exceed six inches by 24 inches each and which are fully adhered to the bumper, tailgate, nose cone or rear window of a private vehicle in an otherwise lawful manner.