

	Policy: Employee Ethics	Effective Date: May 19, 1992
		Revision Effective Date: August 19, 2003
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	<hr/> City Manager	<hr/> Human Resources Responsible Party

PURPOSE

(A) City employees are expected to discharge their duties conscientiously and to conduct themselves in a manner, on and off the job, which will reflect favorably upon the City.

(1) No official or employee of the City shall accept any gift, favor, entertainment or thing of value from any competitor, customer, client, or supplier that may tend to influence such employee in the discharge of the employee's duties, or grant in the discharge of duty an improper favor, service, or thing of value. This includes accepting discounts on personal purchases of a suppliers' or customers' products and/or services, unless such discounts are offered to other members of the general public.

(2) Officials and employees shall refrain from any use of their position which is motivated by the desire for private gain for themselves or other persons, including serving as an employee, officer, director, or consultant with or on behalf of a competitor or supplier of materials or services; or holding or acquiring any financial interest in the business of any competitor or supplier. They must conduct themselves in such a manner that there is no suggestion of the extracting of private advantage from their employment with the City.

(3) Officials and employees shall exercise discretion in their care of personal financial activities to avoid any legal responsibilities/liabilities which would reflect unfavorably upon the city. They shall not borrow money from or lend money to any employee, executive, officer, director, competitor, or supplier.

(4) Officials and employees shall not use their positions in any way to coerce, or give the appearance of coercing, another person to provide any financial benefit to themselves or to other persons. They shall not accept or offer bribes, kickbacks, payoffs, or other improper incentives or payments to obtain, influence, and/or maintain any transaction or relationship.

(5) An official and employee shall avoid any action which might result in giving preferential treatment to any organization or person; losing his/her independence or impartiality of action; or affecting adversely the confidence of the public in the integrity of the City.

(6) An official or employee who witnesses another employee engaging in an unlawful act on the job shall report that employee to his/her supervisor.

(7) No employee shall engage in off-duty personal conduct which affects an employee's job performance or adversely affects the public trust and confidence placed in City employees. Such conduct includes, but is not limited to, acts of domestic violence, child abuse or neglect, consensual sexual relationships between City employees, *particularly*

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with a supervisor/subordinate relationship, and other inappropriate off-duty conduct by an employee.

(B) The provisions of paragraph (A) shall be defined as ***EXPECTED PERSONAL CONDUCT*** for all city employees. Failure on the part of an employee under this section may result in disciplinary action as prescribed in the Unsatisfactory Job Performance and Detrimental Personal Conduct Policy. Any disciplinary action may be appealed under the Grievance Procedure and Adverse Action Appeal Policy.