



Administrative Policy Manual

Policy No: A-12

Date: 12-1-10

Approved: Don Martin

SUBJECT: CODE OF ETHICAL CONDUCT

PURPOSE: To define standards for employee cooperation, efficiency, integrity, ethics, professionalism and courtesy in their behavior while conducting city business.

GENERAL POLICY:

It is the responsibility of every employee to maintain a professional manner, uphold the highest of standards, and have sound judgment in dealing with co-workers, colleagues or members of the general public. Employees shall represent the city with the highest expectations of service and professionalism, and shall conduct city business with integrity, competency, and reliability.

PROVISIONS:

All employees, either in the workplace or when representing the city off site shall:

1. Follow instructions, either written or oral, given by his/her supervisors and perform all assigned tasks.
2. Report on time to the work site when scheduled to work.
3. Keep accurate time records for payroll.
4. Be courteous of other employees' time schedule(s).
5. Be productive during his/her work time and provide quality service by making the best and most efficient use of all available resources.
6. Use common decency and morality and refrain from making derogatory or false accusations to discredit other employees or supervisors.
7. Uphold the Constitution and obey the laws and ordinances of Federal, State and Local authorities. Conviction of a felony or a misdemeanor may be grounds for discipline up to and including termination.
8. Observe established city and OSHA safety rules and regulations.

9. Always handle carefully any city money, merchandise, property or property in custody and do not remove such items without permission.
10. Always be truthful to supervisors, division heads, department directors and staff.
11. Contact supervisor and obtain permission to work during non-work hours.
12. Call in sick only when sick or caring for a sick spouse, parent, child, or domestic partner.
13. Be courteous, professional and maintain a calm demeanor with co-workers, colleagues and members of the general public while performing official duties as a city employee. The use of profanity, hostility and intimidation with co-workers, colleagues and members of the general public is prohibited.
14. Abstain from job behavior which may tarnish the image of the City.
15. Refrain from conduct that is unbecoming of an officer or an employee.
16. Address citizen concerns and needs, providing the highest level of public service with equity to all.
17. Use City property, equipment, supplies, etc., for official City business and limit reasonable personal purposes.
18. Avoid conflict of interest situations and the appearance of conflict of interest.
19. Retain the confidentiality of information obtained through City employment and never use confidential information for personal gain.
20. Be aware and recognize that public policy decisions are the responsibility of the Mayor and City Council. Staff's responsibility is to implement Council policy.
21. Neither directly nor indirectly solicit, accept nor receive any gift, whether money, services, loan, travel, entertainment, hospitality, promise or in any other form. This guideline is not intended to isolate employees from normal social practices or community relations activities where gifts among friends, associates, and relatives are appropriate for certain occasions, (i.e. a gift basket is shared among the department and staff). Employees who individually accept an allowable gift valued at \$50 or more shall properly disclose that fact in accordance with the provisions of the State of California Fair Political Practices Commission (FPPC).