

## **CITY OF GREELEY EMPLOYEE ETHICS CODE**

City of Greeley employment carries with it a special obligation of trust that imposes responsibility to conserve and protect public resources, funds and materials. City employment also requires the adherence to high moral and ethical standards in order for us to gain and to maintain the confidence and respect of the community we serve.

### **Purpose**

This code is intended to be a general statement of those ethical standards which shall govern the conduct of all city employees in meeting their obligation of trust to our community. City personnel policies and procedures, city purchasing procedures, city ordinances, and departmental guidelines are also in place to provide employees with additional details related to these general standards of conduct.

### **Standards of Conduct**

All city employees shall adhere to the below listed standards, and in addition shall not engage in any conduct, on or off duty, which, if brought to the attention of the public, could result in justified unfavorable criticism of that employee or the City of Greeley. General standards of conduct are as follows:

#### **A. Adherence to Laws and Directives**

City employees shall not violate any federal or state laws, city ordinances, city personnel policies, or departmental directives in the performance of their official duties.

#### **B. Obligations to Citizens**

City employees shall not grant any special consideration, treatment, or advantage to any citizen beyond that which is available to every other citizen.

#### **C. Appearance of Impropriety**

Public trust and respect are often measured by appearances, and the perception by our citizens of wrongdoing erodes confidence in individual employees and in our city government. Therefore, employees shall at all times be sensitive to and exercise prudent restraint in avoiding even the appearance of impropriety.

#### **D. Use of Public Property**

City employees shall not use or permit the use of, for personal purposes, city owned or leased property or facilities, vehicles, equipment, materials, or city personnel or city contractors while such personnel or contractors are being compensated by the city. Use of equipment by employees to improve occupational skills may be approved by the

appropriate department director.

Systems, procedures, reports, equipment and information developed by or on behalf of the city, whether by its employees or by other persons are the sole property of the city and shall not be given or loaned to or shared with any other person, company, or organization without permission of the appropriate department director.

#### **E. Gifts and Gratuities**

City employees shall not solicit or accept anything of economic value as a gift, gratuity, or favor from any person, firm, or corporation, if it could be reasonably inferred or expected that the gift was intended to influence them in the performance of their official duties, or if the gift was intended to serve as a reward for any official action on their part. The prohibition against gifts shall not apply to:

1. an award publicly presented in recognition of public service;
2. attendance of any employee at a hosted meal when it is provided in conjunction with a meeting directly related to the conduct of city business or where official attendance by the employee as a staff representative is appropriate;
3. normal exchange of hospitality between persons doing business together;
4. token items valued at less than five dollars; and
5. any gift which would have been offered or given to the individual if the individual was not a city employee.

This guideline is not intended to isolate employees from normal social practices where gifts among friends, associates, and relatives are appropriate for certain occasions.

#### **F. Outside Employment and Business Interests**

All outside employment and business interests must be approved in writing in advance by a department director. No employee shall engage in any outside employment whether as an employee, officer, shareholder, principal, or agent:

1. that interferes with or influences the performance of the employee's duties as a city employee, or
2. appears to others that the employee is acting on behalf of the City of Greeley.

The City of Greeley encourages employees to become involved in volunteer activities. The department director should be consulted if it appears that the volunteer activity is in conflict with city employment.

#### **G. Confidentiality**

City employees shall not disclose, nor use for their economic benefit or that of any other person, confidential information which is not available to the public, acquired by reason of their employment with the city.

## **H. Conflict of Interest**

City employees shall not be involved in a conflict of interest. A conflict of interest occurs when employees use their position to secure advantage or favor for themselves, their family, or friends; or where an employee's private interests interfere or could be perceived to interfere with the employee's duties and responsibilities as an employee of the city. An employee is deemed to have a conflict of interest if the employee:

1. influences the selection of or the conduct of business with a corporation, person or firm having business with the city if the employee or the employee's immediate family has financial interest in or with the corporation, person, or firm;
2. accepts or seeks for others any service, information, or thing of value on more favorable terms than those granted to the general public, or from any person, firm, or corporation having dealings with the city;
3. directly or indirectly possesses a substantial or controlling interest in any business entity which conducts business or contracts with the city, or in the sale of real estate, materials, supplies, or services to the city, without disclosing such interest;
4. is an employee, officer, partner, director or consultant of any corporation, person, or firm having business with the city, unless the employee has disclosed such relationship as required by city ordinance.

## **I. Endorsements**

Employees acting in an official capacity shall not endorse commercial products or services by agreeing to use their photograph, endorsement, or quotation in paid or other commercial advertisements whether or not for compensation. They may agree to endorse the following provided they do not receive any compensation:

1. books or other professional publications;
2. professional development or educational services provided by nonprofit membership organizations or recognized educational institutions; or
3. products and/or services in which the City of Greeley has a direct economic interest.

## **J. Political Activities**

You're encouraged to participate in the electoral process and support the political candidates of your choice. You're free to engage in political activity associated with city, county, state and federal campaigns, but you need to do so on your own time, with your own resources, off of city premises and without giving the impression that your activity is being endorsed by the city. This is because it's important that our city's operations and deliberations are impartial and that we make efforts to eliminate improper influence. Except as authorized by law, while on work time an employee may not publicly support any candidate for office, circulate any petitions for such office, distribute campaign literature or display campaign buttons, placards and so on. In addition, employees are expected to refrain from efforts to convert others to a political cause during working

hours.

Employees who choose to run for political office must do so on their own time and the city's premises cannot be used for political campaigning unless said purposes are determined to be a public forum. If you wish to be a candidate for Greeley City Council, please submit a request for a leave of absence commencing on the date of the filing and ending on the day following the election. If you're elected to city council, you will be deemed to have resigned from your position with the city.

## **K. Workplace Behavior**

Employees must ensure that at all times during the performance of their duties or while on city property that:

1. their conduct and language and dress meet acceptable social standards;
2. they treat all persons with courtesy, respect and dignity; and
3. they do not engage in any activity which would be construed as sexual or personal harassment, including, but not limited to:
  - a. verbal or physical abuse or threats,
  - b. offensive remarks about any individual's or group's personal characteristics,
  - c. displaying lewd or offensive materials, and
  - d. unsolicited and unnecessary physical contact.

### **Clarification**

It is recognized that employees will be confronted with ethical considerations not falling within clearly defined standards. In such incidents, employees should contact their immediate supervisor or their department director to resolve their concerns. If deemed necessary, the request for an opinion can be made to any City of Greeley supervisor or directly to the city manager.

### **Reporting Violations**

It shall be the duty of all city employees to take corrective action as appropriate to report observed or reported violations of this policy to their immediate supervisor or department director. If deemed necessary, the report can be made to any City of Greeley supervisor or directly to the city manager.

### **Penalties**

Any employee who fails to comply with any of the provisions of this policy will be subject to appropriate disciplinary action, up to and including termination from employment.