

# CITY OF GRISWOLD

## General Policy/Procedure

### Code of Ethics

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**ADOPTION DATE:** October 10, 2011

**RESOLUTION NUMBER:** 7-2012

**REVIEW PERIOD:** This policy is to be reviewed every three years or as needed.

#### **STATEMENT OF POLICY**

All City Officials should be dedicated to the highest standards of honor and integrity in public service. The effectiveness of City Officials depends on their ability to maintain the public's trust and confidence. Through their daily actions, officials depict the character of the City of Griswold. Additionally, these individuals should be forthright in their dealings with the public and should remember that they hold office for the benefit of their constituents. Finally, local officials must create public confidence where it is lacking and maintain it at all times by demonstrating a sincere adherence to ethical standards.

#### **APPLICABILITY**

This policy applies to city officials of the City of Griswold.

#### **DEFINITIONS**

None.

#### **POLICY AND PROCEDURE**

##### Administrative Practices

All City Officials should exercise extreme caution in handling public funds. The investment of idle funds by appointed officials should be consistent with the policies approved by the City Council. City Officials should avoid unnecessary risks in their investments and should strive to protect the investment principle whenever possible. City Officials should aggressively pursue any instances of fraud or mismanagement of public funds.

City Officials have a duty to report violations of law or of the City's ethical standards, if they have compelling evidence to support allegations of violations. Such report should be made in confidence, in order to protect the rights of the accused and to avoid jeopardizing any necessary investigations. In order to maintain the public's trust, appointed officials may not hire a family member to work in any subordinate classification. Additionally, relatives of elected officials, appointed commissioners, appointed board members, or appointed committee members may not be hired for full time or part time employment in any department in which their relation has a direct policy making or advisory role. Relatives shall be defined as wife, husband, child, mother, mother-in-law, father, father-in-law, sister,

sister-in-law, brother, brother-in-law, grandparent, grandchild and any other relative living in the same household.

The integrity of the hiring process will be maintained if elected and appointed officials do not interfere with the selection process in any manner that may benefit a relative. These City Officials should refrain from the practice of recommending any relative for employment or expressing an improper interest in the hiring process.

Discrimination based on race, color, creed, religion, sex, sexual preference, national origin, political affiliation, disability, age or marital status should be aggressively opposed. No individual should be denied employment or service as a result of any of these characteristics.

Individuals should be appointed to City positions based on their professional qualifications. City Officials should not allow personal biases to enter the employment process. Additionally, undue influence from others outside the hiring process should be strongly resisted. All hiring decisions should conform to the City Council's personnel policies, regulations and guidelines.

Involvement in political campaigns should be at the sole discretion of the public official and public employee. There should be no undue pressure placed on officials and employees to contribute time, money, services or items of value to political campaigns. There should be no solicitation in a way which could be construed as affecting the employee's employment.

#### Service Delivery

As public servants, City Officials have a responsibility to treat all persons in a respectful and courteous manner. Inquiries from the public should be addressed in a forthright manner. City Officials should also recognize the diverse backgrounds and characteristics of their constituents. This diversity should be considered a valuable asset of the community and should never be used as a reason to deny service or assistance. When appropriate, City Officials should make reasonable accommodations to ensure equitable service delivery.

#### Public Decision Making

City Officials should remain impartial in their consideration of public policies. They should not be unduly influenced by family relationships, business interests, religious affiliation or friendships in the formulation or adoption of rules, regulations, ordinances, resolutions or other policy matters. Additionally, services and programs should be provided to constituents in a fair and equitable manner.

City Officials should be non-partisan when exercising their public and official duties. They should serve as available resources for other officials and the public in a political process. Equal information must be provided to all candidates for public office.