

CITY OF POMONA

DRAFT ETHICS POLICY OUTLINE

I. PURPOSE

II. APPLICABILITY

III. INTRODUCTION

- Add language about the role of the ethics commission
- Add section on core values.
- Add section of definitions

IV. CODE OF ETHICS

- **GENERAL RULES WITH RESPECT TO ETHICS**
- **CONFLICTS OF INTEREST**
 - Family Relationships
 - Contracts with the City
 - Contractual Relationship
 - Personal Investments
 - Add section on appearance standard
 - Add section on recusal
 - Outside employment (link to policy)
- **ACCEPTANCE OF FAVORS, GIFTS, GRATUITIES OR HONORARIA AND TRAVEL.**
 - Gratuities from Vendors
 - Gifts
 - Honoraria
 - Add section on behested payments
 - Travel
- **NEPOTISM**
- **USE OF CITY POSITION FOR PRIVATE GAIN**
- **USE OF CITY RESOURCES, EQUIPMENT & FACILITIES**
- **USE OF CONFIDENTIAL INFORMATION**
- **ACTIONS & CONDUCT THAT BUILD PUBLIC CONFIDENCE**
- **ETHICS TRAINING**
- **ADD SECTION ON REPORTING REQUIREMENTS (FINANCIAL DISCLOSURES)**
 - Add COI code
 - Add statement of economic interests/form 700 (and others)
- **ADD SECTION ON LOBBYING**
 - Add restricted sources
- **POLITICAL ACTIVITY**

- Add section on additional restrictions for ethics commissioners (need to develop)
- **POLITICAL CONTRIBUTION**
- **RESPONSIBILITY**
- **DEDICATED SERVICE**
- **FAIR AND EQUAL TREATMENT**
- **EMPLOYMENT OF FORMER ELECTED OR APPOINTED OFFICIAL**
- **MASS MAILINGS**
- **DISCOUNT PASSES FOR TRANSPORTATION**
- **VIOLATIONS**
 - Violation of the City Charter of City Municipal Code.
 - Violation of City Charter Section 713 (Political Activity).
 - Violation of City Charter Section 714 (Prohibitions).
 - Violation of Article II (Campaign Contributions and Expenditures) of Chapter 10 (Elections).
 - Violations under the Political Reform Act.
 - Violation of Government Code Section 1090.
- **ADD SECTION COMPLAINT PROCESS (how to file, etc.)**

- V. **DEFINITION OF TERMS**
- VI. **RESPONSIBILITIES**
- VII. **PROCEDURE**
- VIII. **ACTION**

This Policy is effective XXXXX, XX, XXXX.