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ETHICAL STANDARDS

Ethical Standards outline accepted conduct, behaviors, and responsibilities of employees, by providing ethical guidance.

Although not inclusive of all situations, the Ethical Standards are an aid to employees in understanding expected conduct and encourage ethical decision making. The same standards could be applied to elected officials, officers, contract employees, boards, and commissioners.

Ethical Standards aid in preventing employees' inadvertent misconduct, providing a basis for corrective action if needed. A workforce following enforceable and consistent ethical guidelines can enhance an employee's and the public's view of city government.

Core Values and Principals

1. As a city employee, you have to consider the safety and welfare of the city's residents should at all times be held as the central mission of the city government.
2. As a city employee you are a representative of the city and are expected to exercise honesty, good judgement, loyalty, common sense, dedication to duty and courtesy at all times in the performance of your duties.
3. As a city employee the primary mission of every employee is to provide courteous, orderly, efficient, and economic delivery services to the residents of the city.
4. As a city employee your conduct may affect the manner in which the residents view the government of the city.

I. Compliance with Laws and Regulations

1. City employees must be in possession of a valid current California driver's license in order to operate a city vehicle and the license must be valid and relevant to the type of city vehicle they operate.
2. City employees may only use city vehicles for official business.
3. City employees are responsible for providing and completing any required information or documentation pertaining to the use of a city vehicle.
4. City employees are responsible, as a driver or passenger of a city vehicle, to report any accident(s), no matter how minor the city vehicle may be involved in.
5. City employees are required to wear official city identification, without decorations, in plain view during working hours and during any visit to city property during non-working hours and that the identification card should be free of decorations.

DRAFT

6. City employees are to report the loss or theft of city identification cards immediately upon discovery to Human Resources department head or director.
7. City employees who falsified information on employment applications may be subject to termination.
8. City employees issued credit cards or cash advances may only use the credit card or cash advance for official business.
9. City employees are responsible for providing and completing any documentation pertaining to the use of a city credit card or cash advances.

II. Professional Conduct

1. City employees shall not engage in any employment, enterprise, or outside activity which is in conflict with the duties, functions, responsibilities, or the department in which employees serve, nor shall employees engage in any compensatory outside activity which will directly, or indirectly, contribute to the lessening of the employee's effectiveness.
2. City employees are to follow and abide by all policies and procedures with respect to their job title, job description and specific duties.
3. City employees are required to be truthful when exchanging or giving information to co-workers, immediate supervisors, or city management.
4. City employees must notify supervisors, before beginning work, when taking medications and/or drugs which could foreseeably interfere with the safe and effective performance of duties, or the operation of city equipment, and failure to notify can result in appropriate disciplinary action.
5. In the event there is a question regarding the ability of the city employee to perform assigned duties while using such medication and/or drugs, a clearance safely and effectively from a qualified physician may be required.

DRAFT

III. Conflict of Interest

1. City employees will not be appointed or promoted to a position in any department in which such employees relative already hold a position, when such employment would result in any of the following:
 1. A supervisor-subordinate relationship.
 2. The employee has shared duties on the same or related work assignments.
 3. Both employees have the same immediate supervisor.
2. City employees or members
3. of the employee's family shall not knowingly solicit any gifts, money, food, beverages, tickets, passes, special accommodation, favors or the use of property or facilities from any individual, group or company with whom the employee deals in the course of City employment for individual economic gain.
4. City employees may accept minor items such as business lunches and/or entertainment tickets when, in the employee's judgment such offers are made in the normal course of city business, they are the usual standard of the industry, and it is not appropriate to decline.
5. City employees are specifically prohibited from engaging in political activities at any time while on duty, while wearing a city uniform, or while on city premises.
6. City employees may participate in public political meetings on city property.
7. City employees may not use city funds or equipment for the purpose of providing support or opposition to a candidate or a ballot measure.
8. City employees may not solicit political contributions from other city employees nor from people on eligibility lists for city jobs.
9. City employees may solicit contributions from employees in connection with ballot issues affecting wages, hours, and working conditions.

IV. Confidentiality

1. City employees have a duty to report waste, fraud and abuse of any city funds, checks, purchase orders, monies, credit cards or other negotiable instruments or misuse of city property to Human Resources.
2. City employees can contact the Ethics Commission if they have information regarding unethical conduct on the part of individuals associated with the City of Pomona.

DRAFT

V. Care and Responsibility of City Resources

1. City employees are responsible for the safekeeping and proper use of city equipment.
2. City employees intentional neglect, abuse and or damage to city equipment or the misuse of city funds, checks, purchase orders, monies, credit cards or other negotiable instruments may result in disciplinary action.
3. City employees are advised it is the city's policy to identify and promptly investigate any possibility of fraudulent or related dishonest activities against the city and when appropriate to pursue legal remedies available under the law.
4. The city has the right to inspect city equipment, including but not limited to city employees, desks, file cabinets, credenzas, computers, computer files, closets, lockers, and city vehicles.
5. City employees are responsible for the security and accountability of city funds, checks, purchase orders, monies, credit cards or other negotiable instruments of value entrusted to their care.

VI. Reporting Violations

1. City employees are advised that discrimination in any form is unlawful and will not be tolerated, whether it be harassment or discrimination of employees or applicants by managers, supervisors, co-workers, or non-employees with whom the city has a business, service, or professional relationship, such as vendors, contractors, volunteers, and clients.
2. City employees who witness or know of discrimination in any form are obligated to report the information to Human Resources or department head.
3. City employees are advised the city prohibits the taking of any adverse employment action against those who in good faith report, oppose, or participate in investigations into complaints of alleged violations of the city policy, or State or Federal law in retaliation for that reporting.

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VII. Acknowledgment

I have received a copy and discussed the Ethical Standards with my supervisor.

Employee:

Name (Print) _____ Date _____

Employee Signature _____

Supervisor:

Name (Print) _____ Date _____

Supervisor Signature _____