

CHAPTER 22

Ethics Policy

A. Purpose

“Ethics” is defined as a system of principles governing the appropriate conduct of an individual or group. The purpose for this policy is to address ethical issues and to clarify standards of behavior. The policy establishes expectations for employee behavior, requires the avoidance of conflicts of interest, defines acceptable outside employment, prohibits the acceptance of gratuities and protects confidential information.

B. The City of Avondale Ethics Handbook

To further the policy set forth in this Chapter, the City Manager may establish an Ethics Handbook to provide definitions, examples and guidelines to clarify the application of the standards set forth herein. All employees shall be required to acknowledge (i) his or her understanding of this policy and (ii) the receipt of the Ethics Handbook, both of which shall be kept on file with the employee’s personnel records.

C. Policy

1. Each City employee is required to uphold, promote and demand the highest ethical standards when representing the City in the course of employment.
2. All City employees should maintain personal integrity, truthfulness, honesty and fairness in carrying out their public duties.
3. Any employee who is unsure of how to respond to a particular situation should first seek the guidance of his or her supervisor to determine the appropriate course of action. If it is not possible or practical to obtain guidance from his or her supervisor or department director, an employee shall contact the Ethics Standard Committee for advice and direction. This Committee shall be chaired by the Human Resources Director and shall include the following members as appointed by the City Manager:
 - a.) An Assistant City Manager
 - b.) Finance and Budget Director
 - c.) Two members at large
4. The Ethics Standards Committee shall recommend a course of action for the individual(s) making an inquiry. All decisions shall be forwarded to the City Manager for final approval. Decisions made by the Ethics

Standards Committee and approved by the City Manager shall be recorded and shall be used as a guide when determining future cases.

5. The City's policies and procedures shall be used as a reference in determining the recommended course of action. No retribution or disciplinary action shall be taken against employees for bringing issues before the Ethics Standards Committee.
6. City employees shall be provided with mandatory, annual training concerning ethical standards and behaviors. In addition, optional ethical and character-based training will be offered to employees periodically.