

**CITY OF RICHARDSON
INTERDEPARTMENTAL POLICY AND PROCEDURE**

CODE OF ETHICS

POLICY: This policy is intended to provide guidelines for the conduct of all City of Richardson employees to assess whether their actions are proper and will contribute to creating a positive image for both the individual and the organization. For the purpose of this Policy, employee shall mean any person employed by the City, including those individuals on a part-time or internship basis. However, the term does not include independent contractors.

All City employees shall maintain the highest standards of personal integrity, truthfulness and fairness in carrying out their duties, avoiding real or perceived improprieties in their roles as employees of the City of Richardson, and never using their City positions or powers for improper personal or professional gain. All employees at all levels of the organization are expected to conduct business in a manner that earns and maintains public trust. It is the intent of the City of Richardson to conduct its business in accordance with the highest standards of ethical conduct.

RESTRICTION REGARDING OUTSIDE COMPENSATION FOR SERVICES:

No reward, gift, or other form of remuneration in addition to regular compensation shall be received from any source by employees for the performance of their official duties. If a reward, gift, or other form of remuneration is made available to any employee, it shall be credited to a designated employee fund with the approval of the City Manager

PERSONAL FINANCIAL INTEREST:

No employee of the City shall have a financial interest, direct or indirect, in any contract with the city, or be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies or services, except on behalf of the City and any officer or employee guilty thereof shall thereby forfeit such persons' office or position.

STANDARDS OF CONDUCT:

No employee of the City or a relative thereof shall:

(a) Accept any gift from any person that might reasonably tend to influence such employee in the discharge of such person's duties. The prohibition against gifts shall not apply to:

- (1) Complimentary copies of trade publications and other related materials;
- (2) Attendance at hospitality functions at local, regional, state or national association meetings and/or conferences;

- (3) Any gift which would have been offered or given to the person if such person was not an employee of the City;
 - (4) An occasional item with a value less than fifty dollars (\$50.00);
 - (5) Tee shirts, caps and other similar promotional material;
 - (6) Meals, transportation and lodging in connection with a seminar or conference at which the employee is providing services;
 - (7) No reward, gift, or other form of remuneration in addition to regular compensation shall be received from any source by employees for the performance of their official duties. If a reward, gift, or other form of remuneration is made available to any employee, it shall be credited to a designated employee fund with the approval of the City Manager.
 - (8) Complimentary attendance at political or charitable fund raising events; and
 - (9) Meals, lodging, transportation, or entertainment furnished in connection with public events, appearances or ceremonies related to official City business, if furnished by the sponsor of such public events.
- (b) Use such person's official position to secure special privileges for such person or others.
 - (c) Disclose confidential information.
 - (d) Engage in any outside activities which will conflict with or will be incompatible with such person's official position or duties as an employee of the City.
 - (e) Use City supplies, personnel, property, equipment or facilities (whether tangible or intangible) for any purpose other than the conduct of official City business, unless otherwise provided for by law, ordinance or City policy.

Complaints against employees:

- (a) All complaints or allegations of a violation of this Ethics Policy and Procedure against an employee shall be made in writing and submitted to the Director of Human Resources or the Assistant Director of Human Resources. Such complaint shall describe in detail the act or acts complained of and the specific section(s) of this Code of Ethics alleged to have been violated. A general complaint lacking in detail shall not be sufficient to invoke the investigation procedures contained herein; and anonymous complaints shall not be considered. The Director of Human Resources or Assistant Director of Human Resources shall provide a copy of the complaint to the affected

employee, the Department Head, and the City Manager. The complaint will be investigated and the findings directed to the City Manager or his designee as soon as possible. The employee against whom the complaint is made shall be kept apprised of the progress of the investigation.

(b) If it is determined that the facts as alleged could constitute a violation of this Code of Ethics, the City Manager or his designee may determine the level of penalty up to and including termination.

(c) All complaints or allegations alleging a violation of this Ethics Policy made against the City Manager shall be directed to the Mayor and City Council for consideration.

Original Signed by Bill Keffler

April 1, 2011

Bill Keffler
City Manager

Date