

ETHICAL BEHAVIOR

I. Purpose

It is impossible to specifically identify all forms of on-the-job conduct that might be considered wrong. Certain behaviors, such as lying or stealing, are clearly unacceptable at any time in any workplace setting. Other forms of unacceptable conduct are less obvious. These ethical standards are intended to help clarify what is acceptable behavior while on the job. Together with good common sense and the employee's own understanding of right and wrong, they are meant to guide workplace behavior.

II. Policy

In order to maintain the public's confidence in the integrity of the Danville municipal government, all employees must be honest, fair, caring, courteous and respectful, and avoid any conduct that creates even an appearance of impropriety. Consequently, all activities of the City of Danville will be conducted with uncompromising honesty and integrity. Engaging in unethical behavior, or condoning so doing by co-workers, is subject to disciplinary actions ranging from verbal warnings to dismissal from City employment.

III. Responsibility

It is the responsibility of every City employee to be aware of and follow this policy and these standards. Department Directors are accountable for ensuring compliance with these standards in their departments.

Employees should report to his or her department director any observation or suspicion of violations of these standards by co-workers. The affected department will investigate such reports in a respectful and confidential manner and no retaliatory measures will be taken against any employee who reports a violation of these ethics rules.

Questions regarding application of the ethics standards should be directed to immediate supervisors and, if necessary, to the employee's department director. A supervisor or employee in doubt as to applicability of these standards in a particular situation should, through his or her department director, request assistance from the City Manager's Office. The City Attorney will be asked to help in determining applicability of local, state, or federal laws.


IV. Standards

All City employees will adhere to the following ethical standards:

- Make every effort to fully implement the policies of the City Council and directives of the City Manager.
- Act in a way that protects the good reputation of the City of Danville, avoiding real or perceived conflicts between personal and public interests.
- Recognize and support the public's right to know the public's business.
- Comply with all applicable laws and regulations. Disclose the nature and extent of personal financial holdings in accordance with Virginia law covering specified local government employees and officials.
- Treat others with courtesy, fairness, and impartiality. Do not, on the basis of personal relationship or any other factor, grant to one what is not available to all. Likewise, do not withhold from one what should be available to all.
- Do not use City employment or position in any way for personal benefit, to help friends, or to hinder foes.
- Avoid seeking, receiving, or otherwise obtaining any personal advantage or anything of value from anyone that is intended to influence decisions or actions.
- Do not use, or permit the use of, City-owned vehicles, equipment, supplies, and/or property for personal benefit or profit.
- Have no personal interest in any City business contract or procurement.
- Do not use City time, resources, or facilities to sell items or otherwise operate a business.
- Do not ask favors of subordinate employees, request that they perform personal services, or solicit financial contributions from them.
- Except for the annual United Way campaign and charitable fund drives sanctioned by your Department Director, do not conduct fundraising activities on City time or in municipal workplaces.
- Refrain from personally endorsing specific commercial products, whether paid or not, through quotation, photographs, or any other means.
- Make no promises of any kind that inappropriately obligates or binds any employee, department, or the City.
- Other than voting, do not take part in any local, state, or national political campaign activity on paid time, in municipal workplaces, or in a City uniform. (See Code of Virginia § 15.2-1512.2 for description of rights and restrictions.)

- Keep strictly confidential all work- and customer-related information that could be used by someone for personal or financial gain.
- Complete time sheets, expense statements, and other reports honestly, accurately, and completely.
- Never, in an effort to influence a decision or action, withhold, misrepresent, or slant information needed by others.
- Give an honest day's work for every day's pay, providing efficient and effective service to the public.
- Exercise fiscal responsibility in your actions and decisions.
- Work collaboratively with other employees, departments, and organizations and do not circumvent established processes in order to ease the work of one entity at the expense of another.
- Use breaks and unpaid time rather than paid time to attend to personal matters, including but not limited to running errands, doing personal work, or making numerous or lengthy personal telephone calls.

Prepared by: City Manager's Office



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