

**APPENDIX A  
CODE OF ETHICS  
FOR  
CITY OF ESSEXVILLE EMPLOYEES AND APPOINTED OFFICIALS**

1. DECLARATION OF POLICY - Where government is based on the consent of the governed, every citizen is entitled to have complete confidence in the integrity of his or her government. The public judges its government by the way City employees and appointed officials conduct themselves in the performance of their respective duties. Devotion to the public trust is an essential part of the obligation of public service. City employees and appointed officials are the trustees of an important branch of our system of government in which the people must be able to place their absolute trust; for the preservation of their welfare; their safety and all in which they believe.

The proper operation of democratic government requires that City employees and appointed officials be independent, impartial and responsible to the people. City employees and appointed officials must avoid all situations where prejudice, bias, or opportunity for personal gain could influence their decisions. Even the appearance of improper conduct should be avoided.

The purpose of these standards is to provide each employee and appointed official with a clear understanding of the behavior expected of them in the performance of their public responsibilities and to give the citizens a standard by which they may be assured that these responsibilities are being faithfully performed.

2. APPLICATION - The standards of ethical conduct set forth in the Code of Ethics shall be applicable without exception to all employees. Nothing in the Code shall be interpreted as denying any employee his or her rights under the state or federal law. Employees and officials must faithfully perform their duties to the best of their ability without regard to age, race, creed, sex, national origin, or political belief. The public interest must be their primary concern and their conduct in both official and private affairs should be above reproach.

An employee or appointed official may express their personal views with respect to public issues, however, they shall not by use of their position, represent their personal opinions as those of their agency.

Public trust imposes the employees and appointed officials the necessity to pledge themselves to the proper use of manpower, property and funds under their care and to continued economy and efficiency in the performance of their duties.

3. UNETHICAL - Unethical conduct is defined as but not limited the following:
  - A. Confidential Information - An employee or appointed official shall not divulge any confidential information to any unauthorized person or release any such information in advance of the time prescribed for its authorized release for their own personal gain or for the gain of others.

An employee shall not engage, directly or indirectly, in any personal business transactions or private arrangement for personal profit which accrues from or is based upon their official position or authority, or upon confidential information which they gained by reason of such position or authority.

- B. Gifts and Favors - City employees or appointed officials shall not, directly or indirectly, solicit, accept, or agree to accept any gift of money or goods, loans or services or other preferred arrangements for personal benefit under any circumstances which would tend to influence their work, make their decisions, or otherwise perform their duties. A City employee or appointed official shall not grant or make available to any person any consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to the public at large.
- C. Representation of Private Interests - A City employee shall not represent or act as agent for any private interest, whether for compensation or not, in any transaction in which the City has a direct interest. An appointed official shall not represent or act as agent for any private interest, whether for compensation or not, in any transaction in which the City has a direct and substantial interest and which could reasonably be expected to result in a conflict between the private interests of the official and his or her official City responsibilities.

In addition, there shall be no attempt to influence any proceeding between private interests and the City in which law or agency regulation requires that a decision be made solely on the record of formal hearing.

- D. Supplementary Employment - A City employee or appointed official shall not engage in or accept private employment or render services for private interest when such employment or service is incompatible or in conflict with the proper discharge of their official duties or would tend to impair their independence of judgment or action in the performance of their official duties.
  - E. Investments in Conflict with Public Responsibilities - A City employee or appointed official who participates in the negotiations of contracts, the making of loans, the granting of subsidies, the fixing of rates or the issuance of valuable permits or certificates to any business entity shall not have, directly or indirectly, any financial or personal interest in the business entity.
4. ENFORCEMENT - Any employee or appointed official who violates the provisions of this code shall be subject to disciplinary action up to and including termination.