



MANUAL OF PERSONNEL RULES, PRACTICES, AND PROCEDURES

SECTION: 1.00

Personal Conduct and Standards
of Employment

SUBJECT: 1.10
Ethical Standards

SUPERSEDES:
August 15, 1992

NEW EFFECTIVE DATE:
January 1, 2002

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APPROVED BY CITY MANAGER:

- I. Employees of the City are required to discharge the duties and responsibilities of their positions with professional impartiality, regardless of personal considerations, and recognizing that the public interest, as articulated by City policy, is their primary concern. The conduct of employees in their official capacity must be beyond reproach. Their conduct shall be such that when viewed by the reasonable person, it is a credit to the integrity of City government.
- II. To meet this above stated requirement, employees must:
 - A. Respect and comply with the rules, ordinances and statutes establishing standards of ethical conduct, both on and off the job.
 - B. Refrain from disclosing, promulgating, or validating information concerning City government or other employees and officials which is false, confidential, protected by rights of privacy or common courtesy, or disruptive to the work environment, without official authorization.
 - C. Be responsive, efficient, courteous, and impartial in the performance of their job, assuring fair and equal treatment of all persons, claims and transactions coming before them in their official capacities.
 - D. Work in full cooperation with other City employees in promoting the public welfare, recognizing that private interest (of an individual employee or anyone associated therewith) must always be subordinate to the public interest.
 - E. Make decisions in full compliance with the law and the policies promulgated by the City Council, and subordinate personal views to official policy while acting in an official capacity.
 - F. City funds or property may never be used for personal or private gain or benefits and employees must be absolutely honest in all dealings, in whatever capacity, with City funds, properties or facilities.
 - G. Never accept or engage in employment or activities that may appear to be, or are incompatible with public duties, whether on or off duty. Employees of the City

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should not become involved or affiliated with any agency or entity that receives funds from the City, either directly or indirectly, where that association or affiliation may create a conflict of interest, or an appearance of a conflict of interest or impropriety.

- H. Refuse to represent private interests before government agencies in any matter in which the City is a party, or in which the employee's official position with the City is, or may be, a consideration in, or influence the decision of such agency on the matter before it.
- I. Disclose all financial interests which may constitute a conflict of interest with official duties, and disclose the nature and extent of personal interests in any business entity engaging in any transaction with the City to the extent required under the City's conflict of interest resolution.
- J. Refuse to accept gifts, favors, services or promise of future benefit from any person or entity doing business with the City of Pasadena, such as, but not limited to, vendors, contractors, developers, agents, attorneys or others where such gift, favor, service or promise could compromise independence of judgment or action as a public official or employee, and disclose any offer of gift, favor, service or promise to the employee's supervisor.
- K. Not act in any manner, whether or not specifically prohibited by rule, practice or procedure, which could be construed by an objective, reasonable person to result in or create the appearance of:
 - 1. Using public office for personal gain.
 - 2. Giving preferential treatment or partiality to any person or group.
 - 3. Willfully impeding governmental responsiveness, efficiency or effectiveness.
 - 4. Making a governmental decision outside the established, official City procedures or beyond the authority of the employee.