



## ***Office of the City Manager*** ***Interoffice Memorandum***

DATE: September 18, 2002  
TO: All Department Heads and Managers  
FROM: Randy Anstine, City Manager   
RE: Employee Ethics Policy

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Please distribute this Administrative Policy to all of your staff. Please have them read it. If they have any questions regarding the Policy that you cannot answer, please refer them to me for a response.



**ADMINISTRATIVE  
POLICY AND PROCEDURE**

<b>Subject:</b> Employee Ethics Policy	<b>Index:</b> <b>Number:</b> 02-6
<b>Effective Date:</b> 09/18/02	<b>Prepared By:</b> Randy Anstine City Manager
<b>Supersedes:</b> New	<b>Approved By:</b> 

**ETHICS POLICY FOR THE EMPLOYEES OF THE CITY OF GREENFIELD**

**I. Policy Statement**

It is the policy of the City of Greenfield that the City employees will maintain the highest level of ethical standards as outlined in the City Personnel Policy Manual as well as this policy. As employees of the City of Greenfield we recognize the responsibility to those we serve and the ethical standards that are expected of all employees. The purpose of this policy is to ensure that all employees put the interests of the citizens first and carry out our duties in a most effective and appropriate manner.

**II. Definition**

**Ethics:** The rules or standards governing the conduct of members of a profession; a set of moral principles or values.

### III. Procedures

In recognition of employee responsibilities, and in accordance with the City Personnel Policy Manual employees agree to:

- A. Recognize that City employees serve in a position of public trust that imposes responsibility to use publicly owned resources effectively and judiciously.
- B. Keep in mind employee obligation not to seek advantages or favors for friends, family or ourselves.
- C. Use information gained by virtue of our positions only for the benefit of those we are entrusted to serve.
- D. Conduct our personal affairs in a manner that will not improperly influence the performance of our duties.
- E. Recognize and avoid situations in the line of duty where our actions may affect our personal financial interests.
- F. Seek no favor and accept no form of personal reward for influence or official action.
- G. Engage in no employment or professional activities that may impair or conflict with our primary responsibilities as City employees.
- H. Handle all personnel matters on the basis of merit.
- I. Carry out policies established by elected officials and policy makers to the best of our ability, even when they are contrary to our recommendations.
- J. Refrain from financial investments and business that conflicts with, or is enhanced by, our official positions.