



## **ETHICAL STANDARDS**

### **I. PURPOSE**

To establish high standards of professionalism and to ensure high level of trust among employees and between employees and our community.

### **II. SCOPE**

This policy applies to all City employees.

### **III. POLICY**

All employees are expected to maintain a high level of personal and professional conduct. As a public service organization, City employees are held to a high standard of ethical conduct. Employees should conduct themselves in a manner that ensures those high standards are met, avoiding even the appearance of impropriety.

### **IV. GUIDELINES**

Actions in violation of conduct standards are subject to progressive disciplinary action up to and including termination. Any act deemed egregious by the city may be cause for immediate termination. Consistent with this public trust, City of Georgetown employees **shall not**:

- A. Use their official position to secure special privileges or exemptions, whether direct or indirect, for themselves or others.
- B. Disclose any confidential information gained by reason of the position of the employee concerning the property, operations, policies or affairs of the City, or use such confidential information to advance any personal interest, financial or otherwise, of such employee or others.
- C. Misappropriate City funds, property or assets; including theft and unauthorized use.
- D. Falsify documents, City records, or be untruthful in any official City matters unless required.



- E. Provide false information and/or make false accusations. Employees who intentionally or knowingly make false accusations and/or provide false information concerning other individuals will be subject to disciplinary action up to and including termination.
  
- F. Participate in any improper secret agreement between two or more entities, to defraud or deprive others of their property or rightful share, or to otherwise indulge in a forbidden, illegal, or illegitimate activity, or engage in any other form of “Collusion.”
  
- G. Behave in any manner, which causes discredit to the employee and /or places the City in disrepute. Commission and/or convictions, including deferred adjudication or deferred prosecution, of any crime other than minor traffic violations will be reviewed as a possible violation of this policy based on the nature of the offense and the relativity to the employee's job responsibilities.
  
- H. If an employee is involved in any of the acts listed above, on or off the job, they must report it to their supervisor and/or the Human Resources department immediately. In addition, employees required to operate a City vehicle as a part of their job should report all moving violations. See [Driving Policy # 770](#)

By no means is this list all-inclusive. Any conduct of an employee that disrupts the work environment or places the personal interest of the employee above those of City or of the public may be treated as a violation of the public trust and is subject to corrective action.