

Administrative Regulation

Supersedes: A.R. 6-1 dated August 1, 1997	Title: CODE OF ETHICS	Number: 6 - 1
		Effective Date: March 1, 2012
		Sections: I-6
		Chapter 6: Human Resources

6-1.1 AUTHORITY

The authority for the implementation of this Administrative Regulation is contained in the City Charter and in those City Code sections defining the authority of the City Manager to establish administrative procedures for the direction, supervision and coordination of personnel within the administrative branch of City government, and for the use of City equipment, services and facilities.

6-1.2 PURPOSE AND APPLICABILITY

Public confidence and trust are essential to the effectiveness of City government. Public confidence and trust are maintained and enhanced when City employees conduct themselves in a manner consistent with the highest ethical standards and eroded where there is even the appearance of improper conduct. This administrative regulation, therefore, provides general principles to govern standards of conduct for all City employees, so that the public may have confidence and trust in the City and those who act in its behalf.

In observing this Code of Ethics, City employees will adhere to the highest standards of behavior, personal integrity and truthfulness, both on and off the job. Employees are to subordinate personal interests to their public responsibility when such interests conflict with the moral and ethical discharge of their duties as City employees or their status as a representative of the City of Alexandria.

This regulation also provides general guidance to employees in applying the Code of Ethics to specific situations, and applies to all employees and all categories of employees of the City of Alexandria.

6-1.3 DEFINITIONS / INFORMATION

6-1.3.1 Code of Ethics

A written set of principles of conduct designed to guide human behavior by applying general ethical principles to specific situations.

6-1.3.2 Employee

For the purposes of this Administrative Regulation, an employee is any individual who is employed in a City Department under the authority of the City Manager and/or who works on the City's behalf in accordance with a written agreement with the appropriate elected official and is covered under the City's classification and salary plans. Employees may be full-time, part-time and/or be working in a temporary or seasonal capacity. While certain benefits and responsibilities may be assigned to only one or other specifically named categories of employees, unless otherwise specified, the provisions of this A.R. apply to all categories of employees.

6-1.3.3 Ethics

A body of principles governing human conduct that specifies what is good and bad behavior and defines moral duty and obligation.

6-1.3.4 Ethics Statement

This Administrative Regulation establishes the City's ethics statement as the following: "We honor the public trust by serving with integrity, civility and impartiality."

6-1.3.5 Immediate Family

Immediate family includes a spouse, child, parents, brothers, sisters, and/or any other persons living in the same household as an employee.

6-1.3.6 Procurement Transaction

All functions that pertain to the obtaining of any goods, services or construction, including description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration.

6-1.4

EMPLOYEE GUIDING PRINCIPLES

The following statements define the commitment of City employees to moral and ethical behavior that reflects the highest standards of personal accountability and integrity. These guiding principles will serve as fundamental truths to be demonstrated in the character and conduct of all City employees, whether on or off duty. As City employees:

- (1) We act ethically by putting the public interest first, communicating openly and consistently demonstrating professional integrity.
- (2) We understand that as City representatives, we are entrusted with protecting and preserving the integrity of the City and conforming to the City's ethics brand.
- (3) We will act in a manner that is fair, impartial and free from favoritism or prejudice.
- (4) We will exercise courtesy in our dealings with fellow employees and with the public. We will conduct ourselves at all times in a manner that brings credit to the City.
- (5) We will serve the public interest during the performance of our official duties and will take no action that will result in or create the appearance of personal gain.
- (6) We will avoid any interest or activity which is in conflict with the conduct of our official duties.

6-1.5

EMPLOYEE ETHICAL RESPONSIBILITIES

6-1.5.1 Employee Behavior and Conduct

- (1) City employees will conduct themselves both on and off the job in a manner that reflects the highest standards of personal integrity. City employees will avoid actions that could bring discredit upon themselves and/or or the City. Employees are subject to discipline for their personal behavior, whether on or off the job, when it reflects adversely upon the City.
- (2) Employees who are found to have committed criminal or other acts on or off the job, or who plead guilty to criminal charges which are of such a nature that to continue the employee in any City employment capacity could constitute negligence or poor judgment on the part of the City, will be subject to termination. Employees

may also be subject to criminal prosecution for such acts.

- (3) Employees are responsible for appropriately reporting any knowledge of illegal or improper acts committed by other City employees or City Departments according to the procedures established in Administrative Regulation 6-33 "Whistleblower Protection."

6-1.5.2 Employee Acceptance of Gifts or Favors

- (1) Employees will not solicit from any person, firm or corporation doing business with the City or having an interest in the outcome of any matters pending before the City any favor, gift or other thing of value for the employee's own use.
- (2) Employees will not accept gifts or favors for their personal use that could influence or appear to influence the employee in the performance of the employee's official duties.
- (3) Department Heads may promulgate additional rules and provide written guidance to their employees to ensure compliance with this section, provided that the rules and regulations are deemed by the Human Resources Director to be consistent with this Administrative Regulation.
 - (a) Department Heads will maintain any additional rules and regulations on file in their Departments.
 - (b) Department Heads will provide training to their new employees on the Department's additional ethics rules and regulations and to incumbent employees, as determined necessary.

6-1.5.3 Employee Conflict of Interest

- (1) Employees are prohibited from engaging in conduct that constitutes a conflict of interest or could be perceived as creating a conflict with their positions as employees and representatives of the City of Alexandria. Employees with a personal interest in a transaction involving the City will:
 - (a) Immediately disclose their interest in writing to their supervisor, and
 - (b) Disqualify themselves from participating in the transaction.

- (2) Employees will not solicit or accept other employment or compensation if the employment or compensation could reasonably be expected to impair the employee's performance of City duties. This includes any business or professional opportunity for which there is likelihood or a reasonable expectation that the opportunity is being offered to influence the performance of the employee's official duties.
- (3) Employees will not use City property or equipment, including intellectual property, that is the product of their work for the City, or use their access to this property or equipment for their personal financial gain or for the financial gain of family members or friends.
- (4) City employees are required to comply with provisions governing ethics in public contracting (City Code 3-3-121 through 3-3-130). Employees who have official responsibility for contracting for City goods or services, including administrative or operating authority, or whose actions can otherwise affect a procurement transaction, may not personally benefit from any City contract.
- (5) Employees may not use their City position to engage the City in any contract with members of their immediate family.
- (6) Department Heads may authorize individual employees to use office equipment for purposes that benefit the City and are related to educational course work, professional association activities, or civic activities provided such use does not interfere with the operation of the office and is not done during the employee's work time.

6-1.5.4 Employee Involvement in Political Activities

- (1) Employees will not solicit political contributions from any employee of the City or any other individual during working hours or at a City work site.
- (2) Employees will not engage in any form of partisan political campaign activity, including the wearing, display or distribution of buttons, stickers or other political campaign literature or paraphernalia, during work hours, at a City work site or in a City vehicle.
- (3) Employees will not engage in any form of partisan political campaign activity when wearing a City uniform or any other item which identifies the City.
- (4) Nothing in this section precludes a City employee from engaging in

partisan political activity away from a City work site, during non-working hours, unless the employee is wearing a City uniform or other item which identifies the City.

6-1.5.5 Confidentiality of Information

- (1) Employees whose employment with the City requires their access to or management of confidential information, must adhere to all applicable rules, regulations and policies governing the confidentiality of that information whether that information concerns other City employees, consumers or customers, or the City's business processes, policies and procedures, procurement transactions, future plans or intended actions.
- (2) Department Heads may promulgate further regulation governing the confidentiality of information produced or maintained within their Departments, subject to this Administrative Regulation and all applicable local, state and federal law.

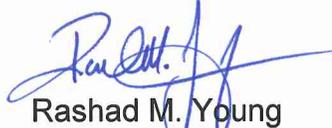
6-1.6 ETHICS EMAIL BOX

- (1) The Human Resources Department is responsible for maintaining an email box to which City employees may direct their ethics-related questions. Employees may seek answers to ethics-related questions by submitting their inquiries to the established email.
- (2) The Human Resources Director, or designee, will respond to employee inquiries submitted to the ethics email box as soon as practicable. Should the subject matter of an inquiry indicate the need for an expedited response, the Human Resources Director, or designee, may contact the employee or Department Head directly to provide guidance.
- (3) City employees may also submit their suggestions to the Ethics email box for changes or improvements to the City's ethics-related policies and procedures or to City processes involving the establishment and execution of ethics rules, regulations and expectations.
- (4) Employees will use the Ethics email box for suggestions and inquiries only. The City maintains a separate hotline for the anonymous reporting of ethics violations.

6-1.7

VIOLATIONS OF THE CODE OF ETHICS

Employees who violate the provisions of this Administrative Regulation may be subject to disciplinary action, up to and including termination from City employment. Employee discipline resulting from violation of this Administrative Regulation will be executed in accordance with Administrative Regulation 6-20 "Discipline of Employees."



Rashad M. Young
City Manager