

**CODE OF CONDUCT****1.11.2****B. STANDARDS OF BEHAVIOR****1. Work Rules**

This Code of Conduct is intended to supplement the City Personnel Rules and Regulations, and other City and departmental work rules, regulations, policies and procedures. Employees shall be held accountable for following all such established work rules, in addition to the standards of behavior outlined in this Code of Conduct.

**2. Non-Discrimination**

The City of Redlands does not tolerate discrimination on the basis of race, color, national origin, ancestry, religion, age, disability, sex or sexual orientation, or retaliation. The City supports fair recruitment and employment principles that assure quality and equal opportunity. If an employee believes he/she has been the victim of discrimination, the employee should bring his/her concerns to his/her supervisor, appointing authority, or the Human Resources Department. If an employee has questions or concerns with an issue involving the Americans with Disabilities Act, he/she should bring his/her concerns to the attention of the Human Resources Department. As a part of an employee's job, he/she may have access to confidential information and records. This information should not be disclosed to fellow employees who do not have a business need to know or to non-employees for any reason, except in accordance with established procedures. Questions regarding the confidentiality of information should be directed to the City Attorney or the Human Resources Department.

**3. Political Activities**

City employees may be a member of a political organization, such as a ward organization, but may not be an officer of such an organization. An employee may contribute money in support of individual candidates for elected office, but may not be coerced or forced in any way to make a contribution. Yard signs at an employee's residence, a bumper sticker on any vehicle not used on City business and wearing political buttons when not on duty are allowed. It is prohibited for an employee to take an active part while on duty or while representing themselves as a city employee in a partisan political campaign, including but not limited to distributing literature, calling voters on the telephone or distributing petitions.

**4. Conflicts of Interest**

The City expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interest of the public. Employees must not use their position or knowledge gained as a result of their position for private or personal advantage. Employees should continually be mindful that they are hired and paid to perform certain duties. Situations may arise, however, when there seem to be a conflict between their official responsibilities and their personal interests. These may be situations involving financial dealings, spending City funds, regulating businesses or individuals, purchasing supplies or materials or contracting for services. In order to avoid an impropriety – or giving the appearance of an impropriety – employees should alert their supervisors immediately of such

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conflicting situations. If the employee and the supervisor are unclear about the appropriate path to follow, the matter should be promptly referred to the City Attorney's Office or the Department of Human Resources.

Employees, with the approval of their department manager and human resources are allowed to hold a second job with some non-governmental employers. However, the employee must report such employment to Human Resources on the appropriate report forms. If an employee wishes to change his/her secondary job, or the nature of his/her secondary job changes, the employee must first obtain the permission of the department manager and Human Resources. Please refer to the current Personnel Rules and Regulations regarding Secondary Employment for further information.

**5. Relationships with Third Parties**

Employees are prohibited from having a personal interest, directly or indirectly, in a contract with the City. City employees must not allow their personal interests or relationships with third parties to influence, or create the impression of influencing, their decisions in the performance of their duties on behalf of the City.

**6. Gifts, Favors, Entertainments**

Employees are expected to perform their duties in a fair and even-handed manner and are prohibited from taking payment, money, gifts, loans, meals, beverages and/or lodging, or other items of value from anyone in exchange for performing their duties. Employees are expected to follow the guidelines regarding receipt of gifts as outlined in Rule VI.O.

**7. City Funds**

Whenever a City employee is responsible for handling cash or other financial matters, the job of the employee is to document every aspect of the transaction fully and completely. All City cash and bank accounts must be handled so as to avoid any question of bribery, kickbacks, other illegal/improper payments or suspicion of any impropriety whatsoever.

**8. Expense Reports**

When an employee incurs an approved expense or spends his/her own funds on City needs, that Expense must be documented promptly and properly on the forms provided by his/her appointing authority.

**9. Use of City Assets and Equipment**

City assets and equipment are for City purposes only and not for personal benefit unless otherwise stated. This includes the personal use of City assets, such as vehicles, computers, etc.

**10. Records and Communications**

Accurate and reliable records of many kinds are necessary to meet the City's legal and financial obligations and to manage the affairs of the City. The City's books and records must

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reflect in an accurate and timely manner all transactions. The employees responsible for accounting and record keeping must exercise diligence in fulfilling their job duties. Employees must not make or file any false records or engage in false communication of any kind, whether internal or external, including but not limited to:

- False expense, attendance, production, financial, or similar reports and statements
- Misleading representations

**11. Dealing with the Public and Organizations**

Employees are prohibited from speaking on behalf of the City, or from representing to the public that their comments or statements are those of the City, unless expressly authorized to do so.

**12. Prompt Communications**

Employees should respond to all communications in a complete, accurate and timely manner. City employees are expected to respond promptly and courteously to all proper requests for information and to all complaints.

**13. Safety and Health**

Maintaining a healthy workforce and ensuring the safety of every employee should be the job of each employee, regardless of his/her assignment. Accordingly, each employee is responsible for attending any required safety meetings and reading safety instructions regarding his/her workplace. All employees must comply with all safety rules and regulations. An employee should promptly report any unsafe condition or any accident to his/her supervisor, even in cases where there was no injury or property damaged.

**14. Honesty**

City employees should be completely honest in their dealings with the public, elected officials, appointing authorities, supervisors and fellow employees. Lying in any form, omitting some facts or exaggeration undermines the fundamental trust that must exist between employer and employee, and has no place in public service.

**15. Discussion, Dissent, Support**

When deciding a course of action, City supervisors frequently rely on the views and opinions of their employees. In such cases, an employee is obliged to give as much information as possible, and his/her own best opinion, to the supervisor before the matter is decided. However, once the Supervisor has reached a decision it is the duty of all members of the City service to do all in their power to make it succeed.

**16. Reporting Fraud and Other Irregular Activities**

As they perform their duties, City employees should be alert to situations in which other employees commit or are about to commit acts which violate the law or this Code of Conduct. Illegal, unethical or dishonest actions harm us all. Each City employee, therefore, has a responsibility and duty to report a co-worker's illegal or unethical conduct to his/her

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supervisor, executive City leadership or the Human Resources Department.

**17. Penalties**

Any violation of this Code of Conduct will subject the violator to disciplinary action up to and including dismissal as provided by the Personnel Rules and Regulations and any applicable MOU.