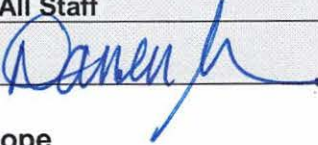


City of Lancaster
Human Resources Policy Manual

Policy Number: 111	Effective Date: August 30, 2019
Subject: Code of Conduct	Revision Date(s):
Applies To: All Staff	
Authorized By: 	

Purpose and Scope

In order to best serve the citizens and customers of the City of Lancaster, officers and employees of the City must act individually and collectively to create a City government that is responsible, fair, honest and open. City employees are expected to demonstrate the highest standards of personal integrity, honesty and conduct in all activities in order to inspire public confidence and trust in City government.

The proper operation of democratic government requires that public employees be independent, impartial and responsible to the people; that government decisions and policies be made within proper channels of the government structures; that public employment not be used for improper personal gains; and that the public has confidence in the integrity of its government.

The citizens of Lancaster expect and must receive the highest standard of ethics from all those in public service. City officers and employees must be independent, impartial and responsible in the performance of their duties and must be accountable to the public with regard to the same.

Each officer and employee of the City of Lancaster must be constantly on guard against conflicts of interest. No officer or employee should be involved in any activity which might be seen as conflicting with their responsibilities to the City. The citizens of Lancaster have a right to expect that their representatives act with independence and fairness towards all groups and not favor a few individuals or themselves. All officers and employees must operate in a manner that demonstrates the highest level of professionalism and public service and must work to avoid all circumstances which may create the appearance of impropriety or otherwise undermine these objectives.

Policy

Public officers and employees are agents of public purpose and hold their office or position for the benefit of the public. They are bound to uphold the Constitution of the United States and the Constitution of the Commonwealth of Pennsylvania and to carry out impartially the laws of the nation, State and City, and to observe in their official acts the highest standards of ethics and to discharge faithfully the duties of their office regardless of personal considerations, recognizing that the public interest must be their primary concern. Their conduct in their official actions is to be above reproach so as to foster respect for all government. All employees of the City of Lancaster shall be guided by and comply with the following:

1. **Public Office as a Public Trust:** Public servants should treat their office or position as a public trust, only using the powers and resources of public office to advance public interests, and not to obtain personal benefits or pursue any other private interest incompatible with the public good. City officers and employees hold their positions as a public trust and any effort to realize an improper personal gain or act on a personal motive through official conduct is a violation of that trust. The City further recognizes that in a representative democracy, the representatives are drawn from society and, therefore, cannot and should not be without all personal and economic interest in the decisions and policies of government; that citizens who serve as City employees retain their rights as such citizens to interest of a personal or economic nature; and that standards of ethical conduct for City employees need to distinguish between minor and inconsequential conflicts that are unavoidable in a free society and those conflicts which are substantial and material.
2. **Independent Objective Judgment:** As public servants, City officers and employees should employ independent objective judgment in performing their duties, deciding all matters on the merits, free from avoidable conflicts of interest in both real and apparent improper influences. In so doing, they shall treat all persons fairly and impartially and without discrimination in accordance with the Federal and State constitutions and laws. In exercising administrative duties, no employee shall grant any special consideration, treatment or advantage for themselves or any citizen beyond that which is available to every other citizen. No City officer or employee shall hinder or obstruct the efforts of any citizen to acquire or exercise rights duly afforded them under the law.

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3. Respectability and Fitness for Public Office: As public servants, City officers and employees should honor and respect the principals and spirit of representative democracy and set a positive example of good citizenship by scrupulously observing the letter and spirit of laws and rules. Public servants should safeguard public confidence in the integrity of government by being honest, fair, caring and respectful and by avoiding conduct creating the appearance of impropriety or which is otherwise unbefitting of a public official. Public servants' conduct must be beyond and above reproach both in their official and unofficial actions so as to foster respect for the City government.
4. Prohibited Activity and Behavior: In order to comply with the foregoing principals and policies, as public servants, City officers and employees must not:
 - a. Solicit (directly or indirectly) any payment, gift, loan, contribution, services, etc. or thing of value based on any agreement or understanding with a person or entity, including any administrative board established by the City of Lancaster, that a vote or official action will be influenced.
 - b. Falsely represent personal opinions to be those of the governmental body of which they are a member or employee.
 - c. Divulge confidential information before it is authorized to be released.
 - d. Use the power of their office or position to intimidate or threaten other City employees or members of the public.
 - e. Use their position to obtain financial gain for themselves or for their immediate family or a business with which they are associated or to otherwise violate the City's Conflict of Interest Policy.
 - f. Use resources, property or funds under official control and care to obtain personal financial gain for themselves or immediate family members or a business with which they are associated.
 - g. Receive any compensation for official services to the City from any source other than the City. An employee need not refuse a non-alcoholic refreshment and/or other de minimus food products from a non-City employee when providing services on behalf of the City.
 - h. Act on behalf of the City of Lancaster by making any policy statements promising to authorize or to prevent any future action or agreement, or contract when they have no authority to do so.
 - i. Assist or agree to assist, directly or indirectly, in the violation of this Policy.
 - j. In the performance of their duties, discriminate against any person on the basis of race, color, religion, national origin, ancestry, age, sex, gender, pregnancy, childbirth or related medical condition, sexual orientation, marital status, disability, medical condition, and actual or perceived gender identity so as to reinforce the City of Lancaster's commitment to equal employment opportunity and a work environment free of discrimination and harassment, including sexual harassment.
 - k. Take any adverse employment action against any person who in good faith reports or participates in an investigation regarding an alleged violation of City policy or local, State or Federal law, nor shall they engage in retaliation for that reporting or participation in an investigation. No officer or employee of the City of Lancaster shall directly or indirectly use or attempt to use the authority or influence of their office or position for the purpose of intimidating, threatening, coercing, directing or influencing any person with the intent of interfering with that person's duty to disclose or report an alleged violation of City policy or local, State or Federal law.
 - l. Request or permit the use of City services or manpower or of City owned vehicles, equipment, buildings, materials, or property for non-official purposes or personal profit unless authorized by the Mayor or unless in accordance with City policy.
 - m. Participate in any fraudulent activity related to their employment or position with the City of Lancaster including, but not limited to, falsification of City records including their application for employment form, permitting others to falsely use theirs or anyone else's badge or identification card, and falsification of any City document including, but not limited to, security clearance documents, accounting forms, time records, personnel records and employment applications.