

## PERSONAL CODE OF CONDUCT/ETHICS FOR THE CITY OF FIREBAUGH

### PREAMBLE

The residents and businesses of City of Firebaugh are entitled to have fair, ethic and accountable local government. Such a government requires that public officials:

- Comply with both the letter and the spirit of the laws and policies affective operations of the government.
- Be independent, impartial and fair in their judgment and actions.
- Use their public office for the public good, not for personal gain.
- Conduct public deliberations and processes openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the City of Firebaugh City Council has adopted this Code of Ethics to encourage public confidence in the integrity of local government and its fair an effective operation.

Elected and Appointed officials shall sign this personal code of conduct at time of their election to office.

City Staff and Volunteers shall sign this personal code of conduct at time of employment.

#### 1. Act in the Public Interest

Recognizing that stewardship of the public interest must be their principal concern, everyone shall work for the common good of the personal code of the City of Firebaugh and not for any private or personal interest, and they will endeavor to treat all persons, claims and transactions in fair an equitable manner.

#### 2. Comply with the Law

Everyone shall comply with the laws of the nation, the State of California and the City in the performance of their public duties. These laws include, but are not limited to: the United States and California constitutions; the City of Firebaugh General City, laws pertaining to conduct of interest, election campaigns, financial disclosures, employer responsibilities and open processes of government; and City ordinance and policies.

#### 3. Conduct of Members

Everyone shall refrain from abusive conduct, verbal attacks upon the character or motives of other members of the City Council, boards, commissions, committees, staff or the public.

4. Respect for Process

Duties shall be performed in accordance with the processes and rules of order established by the City Council.

5. Conduct of Public Meetings

Everyone shall inform themselves of public issues, listen attentively to public discussions before the body and focus on the business at hand.

6. Decisions Based on Merit

Shall be based upon the merits and substance of the matter at hand.

7. Communication

It is the responsibility of everyone to publicly share substantive information that is relevant to a matter under consideration that they received from sources outside of the public decision-making processes.

8. Disclosure of Corruption

Everyone shall take an oath upon assuming office, pledging to uphold the constitution and laws of the City, the State and the Federal government. As part of this oath, officials commit to disclosing to the appropriate authorities and/or to the City Council any behavior or action that may qualify as corruption, abuse, fraud, bribery or other violators the law.

9. Conflict of Interest

In order to assure their independence and impartiality on behalf of the public good, everyone shall not use their official positions to influence government decisions in which they have a financial interest where they have an organizational responsibility or a personal relationship that would present a conflict of interest under applicable State law.

10. Gifts and Favors

Everyone shall not take advantage of services or opportunities personal gain by virtue of their public offices that are not available to the public in general. They shall refrain from accepting gifts, favors or promises of future benefits that might compromise their independence judgment or action or give the appearance of being compromised.

11. Confidential Information

Everyone shall respect and preserve the confidentiality of information provided to them concerning the confidential matters of the City. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their person's financial or private interests.

12. Representation of Private Interests

In keeping with their role as stewards of the public trust, everyone shall not appear on behalf of the private interests of a third-party before the City Council or any board, commission or committee or proceeding the City.

13. Advocacy

To the best of their ability, everyone shall represent the official policies and positions of the City Council. When presenting their personal opinions or positions, members shall explicitly state that they do not represent the Council or the City.

16. Improper Influence

Everyone shall refrain from using their position to improperly influence the deliberations or decisions of City staff, boards, commission or committees.

17. Policy Role of Members

Everyone shall respect and adhere to the Council-Manager structure of the City of Firebaugh City Government as provided in State law the General City.

18. Positive Work Environment

Everyone shall support the maintenance of a positive and constructive environment for residents, businesses and City employees.

19. Implementation

Ethics standards shall be included in the regular orientations for Staff and Volunteers. All members shall sign a statement affirming they read and understand the City of Firebaugh City Council Code of Ethics.

20. Compliance and Enforcement

Everyone has the primary responsibility to assure that ethical standards are understood and met and that the public can continue to have full confidence in the integrity of City government.

This personal code of conduct shall be considered to be a summary of ethical conduct by Firebaugh Staff and Volunteers.

I affirm that I have read and understand the City of Firebaugh City Council Personal Code of Conduct.

I acknowledge that I may be removed from my appointed office or volunteer position by the City Council if my conduct falls below these ethical standards.

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Signature

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Date