

**CITY OF BEAUMONT
POLICIES AND PROCEDURES MANUAL**

Policy Number: 3.2

Subject: Code of Ethics

Effective Date: April 1, 1999
Revised: 3/14/05; 3/29/05

Approved by: Kyle Hayes | 05/01/2021
City Manager | Date

Chris Catalina | 05/01/2021
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I. PURPOSE

This policy establishes a code of ethics for City personnel consistent with their responsibilities as public employees.

II. RULES/PROCEDURES

- A. Each employee shall comply with policies, procedures and supervisory instructions in the performance of his/her duties and refrain from illegal or unethical conduct while employed by the City.
- B. Executive and supervisory personnel individually and collectively shall monitor compliance by employees under their supervision in order to enforce the spirit and intent of this policy.

III. CODE OF ETHICS

- A. Decisions of a supervisor shall be controlling concerning duties to be performed except in the case of actions or conduct which would be illegal or inconsistent with the employee's obligation to the public interest.
- B. Employees shall be punctual in reporting for duty at the time and place designated by their supervisors. They shall be properly dressed and equipped at the time they report for duty.
- C. Use of Duty Time
 - 1. During working hours, employees shall devote their time, attention and efforts exclusively to the performance of their duties and may not be required to perform any service except for the benefit of the City.
 - 2. Employees may be allowed to take a fifteen minute break in the morning and in the afternoon.
 - a. This allowance is a privilege not an entitlement.
 - b. Abuse of break time could result in the revocation of this privilege.

- D. Employees shall not use, sell or have in their possession illicit drugs or alcoholic beverages during working hours or report for duty under the influence of intoxicants or drugs. (*Refer also to Policy 3.3*).
 - 1. Violations may constitute grounds for immediate termination.
- E. Employees shall maintain orderly and clean premises, desks, lockers, vehicles, or other facilities designated for their use.
- F. Employees shall not borrow or use City facilities or equipment or City property of any kind for personal or private gain or for any purpose.
- G. Employees shall not use or attempt to use their official positions to obtain special privileges or exemptions for themselves or others.
- H. Employees shall not solicit funds or anything of value during working hours or on the job site without the prior approval of the department director or City Manager. Charitable sales must have prior approval by the department director.
- I. No employee shall accept, receive or solicit, directly or indirectly, any gift in the form of money, services, loans, travel, or promise which is intended to influence the execution of his or her official duties.
- J. Employees shall not disclose confidential information obtained by reason of their official positions or accept any employment or engage in any business or activity which might require or induce them to disclose confidential information gained by reason of their official positions.
- K. No officer or employee of the City shall have a financial interest direct or indirect or by reason of ownership of stock in any corporation, in any contract with the City, or be financially interested directly or indirectly in the sale to the City of any land, materials, supplies, or services except on behalf of the City as an officer or employee provided; however, that the provisions of this section shall only be applicable when the stock owned by the officer or employee exceeds one per cent (1%) of the total capital stock of the corporation.
 - 1. Any willful violation of this section shall constitute a malfeasance in office and any officer or employee guilty thereof shall thereby forfeit the office or position.
 - 2. Any violations of this section with the knowledge express or implied of the person or corporation contracting with the governing body of the City shall render the contract voidable by the City Council.
- L. Employees of the City of Beaumont shall not be permitted to take an active part in any political campaign of another for an elective position of the City if they are in uniform or on active duty.
 - 1. The term active part means making political speeches, passing out cards, or other political literature, writing letters, signing petitions, actively and openly soliciting votes and making public derogatory remarks about candidates for such elective positions.

2. City employees are not required to contribute to any political fund or render any political service to any person or party whatsoever; and no person shall be removed, reduced in classification, salary or otherwise prejudiced by refusing to do so.
- M. Employees are prohibited from participating in a strike or organized work stoppage or slow down against the City or any of its organizational elements.
1. Such action shall constitute grounds for immediate termination.
- N. No employee shall endorse commercial products or services by the use of his/her picture, endorsement or quotation in paid advertisements, whether for compensation or not while on City time or with the use of City equipment or property.