

CITY OF WACO

Policy Summary:

Employees of the City of Waco have the trust of citizens who depend on a high level of service. This level of trust creates a special responsibility for the employees of the City of Waco. Because of this, employees are expected to maintain a high level of ethical standards. To act with integrity in all public relationships and to always conduct themselves in a manner which maintains confidence. The following Code of Ethics is intended as a guide to establish and maintain a public confidence which is difficult to earn but easy to lose.

I. POLICY

Employees of the City of Waco shall uphold the Constitution, Laws and Ordinances of the United States, State of Texas, and the City of Waco and shall report violations of the laws to the appropriate authorities. Employees should also strive to:

- A. Recognize that the chief function of local government at all times is to serve the best interest of all citizens.
 1. Public Interest – Officials and staff shall treat their office as a public trust, only using the power and resources of public office to advance public interests, and not to attain personal benefit or pursue any other private interest incompatible with the public good.
- B. Be dedicated to the highest ideals of honor and integrity in all public and personal relationships.
 1. Public Confidences – Officials and staff shall conduct themselves so as to maintain public confidence in city government and in the performance of the public trust. They shall not knowingly be a party to or condone any illegal activity.
 2. Impression of Influence – Officials and staff shall conduct their official and personal affairs in such a manner as to give the clear impression that they cannot be improperly influenced in the performance of their official duties.
 3. Accountability – Officials and staff shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions.
- C. Keep the community informed on municipal affair; encourage communication between the citizens and all municipal officers; emphasize friendly and courteous service to the public and fellow employees; and seek to improve the quality and image of public services.

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1. Accountability – Officials and staff shall assure that government is conducted openly, efficiently, equitably and honorably in a manner that permits the citizenry to make informed judgments and hold city officials accountable.
 2. Respectability – Officials and staff shall safeguard public confidence in the integrity of city government by being honest, fair, caring and respectful and by avoiding conduct creating the appearance of impropriety or which is otherwise unbecoming a public official.
 3. Sensitivity – Officials and staff shall be understanding and responsive to the rights of the public and its changing needs. Be sensitive and responsive to inquiries from the public and the media, within the framework of state or local government policy. Respect the rights, responsibilities and integrity of colleagues and other public officials with whom you work and associate.
 4. Professional Integrity – Officials and staff shall demonstrate professional integrity in the issuance and management of information. Respect and protect privileged information to which an employee has access by virtue of their office or capacity; and do not knowingly sign, subscribe to, or permit the issuance of any statement of report which contains any misstatement or which omits any material.
- D. Seek no favor in the belief that personal benefit or profit secured by confidential information or by misuse of public time is dishonest.
1. Private Employment – Officials and staff shall not engage in, solicit, negotiate for, or promise to accept private employment or render services for such employment, service, or business creates a conflict with or impairs the proper discharge of their official duties.
 2. Confidential Information – Officials and staff shall not disclose to others, or use to further directly or indirectly their personal interest, confidential information acquired by them in the course of their official duties.
 3. Gifts – Officials and employees shall not directly or indirectly solicit any gift or accept or receive any, whether it be money, services, loan, travel, entertainment, hospitality, promise, or any other from an employee, client, customer, supplier, or business associate, under the following circumstances:

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- a. it could be reasonably inferred or expected that the gift was intended to influence the performance of official duties; or
 - b. the gift was intended to serve as a reward for any action on the official's or employee's part.
4. Investments in Conflict with Official Duties – Officials and employees shall not invest or hold any investment, directly or indirectly, in any financial business, commercial or other private transaction that creates a conflict with their official duties.
5. Personal Relationships – Personal relationships shall be disclosed in any instance where there could be the appearance of a conflict of interest.
- E. Be dedicated to the concepts of effective and democratic local government.
 1. Democratic Leadership – Officials and staff shall 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, rules and regulations.
- F. Affirm the dignity and worth of the services rendered by government and maintain a deep sense of social responsibility as a trusted public servant.
 1. Responsibility – Officials and staff shall be mindful of the obligation to maintain the height standards of competence, morality, and dignity. Provide the highest quality of performance and counsel. Exercise honest, objectivity, and responsibilities.
- G. Accept and follow the ethics and code of conduct of professional societies affiliated with your job or profession in addition to the City of Waco Code of Ethics.
 1. Conflict of Interest – Officials and staff shall refrain from entering into any activity which may be in conflict with the interest of professional organizations or which would prejudice ability to carry out duties and responsibilities objectively.
- H. Conduct business of the City in a manner which is not only fair in fact, but also in appearance.

Approved: JNH

