



## ETHICAL STANDARDS

### I. PURPOSE

To establish high standards of professionalism and to ensure high level of trust among employees and between employees and our community.

### II. SCOPE

This policy applies to all City employees.

### III. POLICY

All employees are expected to maintain a high level of personal and professional conduct. As a public service organization, City employees are held to a high standard of ethical conduct. Employees should conduct themselves in a manner that ensures those high standards are met, avoiding even the appearance of impropriety.

### IV. GUIDELINES

Actions in violation of conduct standards are subject to disciplinary action up to and including termination. Consistent with this public trust, City of Georgetown employees **shall not**:

- A. Use their official position to secure special privileges or exemptions, whether direct or indirect, for themselves or others.
- B. Disclose any confidential information gained by reason of the position of the employee concerning the property, operations, policies or affairs of the City, or use such confidential information to advance any personal interest, financial or otherwise, of such employee or others.
- C. Misappropriate City funds, property or assets; including theft and unauthorized use.
- D. Falsify documents or City records.
- E. Behave in any manner, which causes discredit to the employee and /or places the City in disrepute. Commission and/or convictions, including deferred adjudication



or deferred prosecution, of any crime other than minor traffic violations will be reviewed as a possible violation of this policy based on the nature of the offense and the relativity to the employee's job responsibilities.

- E. If an employee is involved in any of the acts listed above, on or off the job, they must report it to their supervisor and/or the Human Resources department immediately. In addition, employees required to operate a City vehicle as a part of their job should report all moving violations. See [Driving Policy # 770](#)

By no means is this list all-inclusive. Any conduct of an employee that disrupts the work environment or places the personal interest of the employee above those of City or of the public may be treated as a violation of the public trust and is subject to corrective action.