

## Personnel Policy Change

17.9 Code of Conduct- All city employees and agents, to include the city commission, members of appointed boards/commissions, committee members and volunteers are required to adhere to the following:

- (A) Integrity and Honesty: All are expected to act with integrity and honesty in all matters relating to their position. This includes being truthful, transparent, and avoiding conflicts of interest.
- (B) Accountability: All should be accountable for their actions and decisions.
- (C) Respect: Respect for fellow commission members, committee members, volunteers, city commissioners, city staff, public, and the community is paramount. This includes listening to diverse viewpoints, treating others with dignity, and fostering a positive working environment.
- (D) Confidentiality: All must maintain the confidentiality of sensitive information discussed during executive sessions of any meetings and related to municipal affairs unless disclosure is legally required.
- (E) Fairness and Impartiality: Decisions should be made impartially, without bias or favoritism, and in the best interests of the community.
- (F) Compliance with Laws and Policies: All are expected to comply with all applicable laws, regulations, and municipal policies governing their conduct and decision-making.
- (G) Proper Use of Authority: All should exercise their authority judiciously, avoiding abuse of power or influence for personal gain.
- (H) Professionalism: Always conduct oneself in a professional manner, both in public and private interactions, representing the municipality with dignity and respect.
- (I) Continuous Improvement: All should strive for ongoing self-improvement, staying informed about relevant issues, and participating in relevant training and development opportunities.
- (J) Avoiding Personal Gain: All should refrain from using their position for personal gain or engaging in activities that could create the appearance of impropriety.
- (K) Promotion of Public Trust: Uphold and promote public trust in the municipal government through ethical conduct and transparency in decision-making processes.
- (L) Compliance with Code: All are expected to familiarize themselves with this code of conduct and adhere to its' principles in their duties as elected, hired or appointed representatives of the municipality. Failure to adhere to this code of conduct could result in suspension or removal from the commission the member was appointed to.
- (M) Attendance at meetings is required of commission members. The chairperson of each commission, committee, volunteer group may, with a majority vote of a quorum of the commission, committee or volunteer group recommend the removal of a commission member, committee member or volunteer for lack of attendance or violation of any of the codes of conduct.