

	City of Cedar Park Human Resources Policy Manual		
	Ethical Conduct		
	Number: G-2	Revision: 0	Effective Date: 5/10/2018

1.0 Policy

This policy outlines the City’s code of ethical conduct and the City’s internal ethics and compliance program.

2.0 Procedure/Rule

2.1 Goal. The Cedar Park Ethical Conduct Policy seeks to:

- 2.1.1 Detect and prevent violations of the law, including regulations and ethical standards applicable to City employees and agents;
- 2.1.2 Outline violations and applicable disciplinary action related to such violations; and
- 2.1.3 Assign responsibility for policy oversight and compliance.

2.2 Standards of Conduct

2.2.1 Record Retention. City employees and agents are expected to follow all local government records retention schedules as outlined by the Texas State Library and Archives Commission (TSLAC). Retention Schedules can be found by visiting the TSLAC website located at www.tsl.texas.gov. The City Secretary is also a resource that can assist employees with determining appropriate retention timelines.

2.2.2 Fraud. The City is committed to upholding the public trust. All employees are expected to support this policy by avoiding behaviors and actions that could be perceived as embezzlement, theft, or misappropriation of public funds or property. Further, employees are expected to support efforts meant to prevent and detect such activities.

Supervisors and managers have an even greater responsibility to uphold the City’s policy. They are responsible for initiating preventative measures when appropriate as well as being familiar with the types of improprieties that might occur within their areas of responsibility and being alert for any indication of fraud. (Also refer to *Work Standards and Employee Responsibilities Policy*.)

- 2.2.3 Equal Opportunity Employment. The City is an equal opportunity employer that maintains a policy of nondiscrimination with respect to each employee and applicant for employment. (Also refer to *Equal Employment Opportunity Policy*.)
- 2.2.4 Sexual Harassment and Sexual Misconduct. The City will not tolerate unlawful harassment of its employees, including sexual harassment or sexual misconduct, whether committed by a fellow employee, a member of management, a vendor or even a citizen. (Also refer to *Unlawful Workplace Harassment, Including Sexual Harassment Policy*.)
- 2.2.5 Conflicts of Interest. City employees and officials are expected to avoid any conflicts of interest. Further, employees should avoid the appearance of conflicts of interest in order to ensure that City decisions are made in an independent and impartial manner. (Also refer to City Charter Art. XI, section 11.09 and *Work Standards and Employee Responsibilities Policy*.)
- 2.2.6 Personal Use of City Property. City employees shall not convert for personal use any money, property, or other items belonging to the City. Unauthorized use of any City equipment is prohibited. (Also refer to *Use of City Property and Accident Reporting Policy*.)
- 2.2.7 Gifts and Honoraria. City employees may not accept any gift that would impair or give the appearance of impairing professional judgement. (Also refer to Texas Penal Code Chapter 36, City of Cedar Park Code of Ordinances Section 9.04, the City Charter, Article XI, sections 11.05 and 11.09, and *Work Standards and Employee Responsibilities Policy*.)

3.0 Compliance Program

- 3.1.1 City Management, Directors and Human Resources staff are responsible for the oversight of the City's Ethical Conduct Compliance Program and will periodically audit the program to, detect non-compliance, gauge program effectiveness and make changes as necessary.
- 3.1.2 Managers have a responsibility to exercise appropriate care to avoid the delegation of substantial discretionary authority to individuals whom they know, or should know, have a propensity to engage in illegal or unethical activities or activities that would negatively reflect upon the organization.

3.1.3 Aspects of the Ethical Conduct Policy will be periodically incorporated into City programming, including the Cedar Park Organizational Development (CPOD) program, as well as mandatory annual online trainings.

4.0 Enforcement

- 4.1 Any employees who believe they have observed a violation of this Ethical Conduct Policy have a duty to report what they have observed to either their manager, City Management staff, or the Human Resources Department.
- 4.2 Employees reporting a perceived violation of this policy can do so without fear of retaliation, as it is the policy of the City to prohibit the taking of any adverse employment action against those who in good faith report or participate in investigations into complaints of alleged violations of City policy or local, state or federal law.
- 4.3 Violations of this policy may result in disciplinary action up to and including termination of employment. Certain violations may also result in possible civil or criminal liabilities for the responsible employee.

5.0 Applicability

- 5.1 This policy shall apply to all City employees (including contract and temporary employees), elected officials and agents.