



**TOWN OF DEWEY-HUMBOLDT
ADMINISTRATIVE REGULATION**

AR No 10-01

Subject: *Staff Code of Ethics*

Effective Date: January 29, 2010

1. Scope. This policy applies to employees in all Town programs, agencies and authorities.
2. Purpose. To establish criteria for ethical conduct by staff. It is the policy of the Town to uphold, promote and demand the highest standards of ethics from all of its employees. Accordingly, all Town employees should maintain the utmost standards of personal integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants, and never use their Town position or powers for improper personal gain.
3. General Ethical Standards.
 - 3.1. All employees are subject to State law regarding the ethical conduct of public employees (including A.R.S. §§ 36-1406; 36-1477; 38-481; 38-501 to 38-511; and 38-531 to 38-534).
 - 3.2. Employees are expected to begin and end work at assigned times and to adhere to lunch and rest break times as defined by their position. Carelessness or not observing work schedules or break rules can lead to disciplinary action. In addition, Town employees are expected to be productive during work time. Loafing, tardiness and abuse of paid time destroy the public respect and trust for what we do.
 - 3.3. No person shall be appointed to, removed from or in any way favored or discriminated against with respect to any Town position, privilege, or service because of race, color, ancestry, national origin, sex, political or religious opinions or affiliations.
 - 3.4. No Town employee shall accept any gift, service or favor which would lead toward favoritism or the appearance of favoritism in any way.
4. Ethical Standards Specific to certain departments.
 - 4.1. Members of the Town Manager Department are subject to International City/County Management Association's Code of Ethics, as amended from time to time, incorporated herein by reference.
 - 4.2. Members of the Town Attorney Department are subject to the State Bar of Arizona Rules of Professional Conduct, as amended from time to time, incorporated herein by reference.
 - 4.3. Members of the Finance Department are subject to the Government Finance Officers Association's Code of Professional Ethics, as amended from time to time, incorporated herein by reference.
 - 4.4. Members of the Community Development Department are subject to American Institute of Certified Planners' Code of Ethics (whether or not an AICP member), as amended from time to time, incorporated herein by reference.
 - 4.5. Members of the Public Works Department are subject to the American Public Works Association's Standards of Professional Conduct, as amended from time to time, incorporated herein by reference.
 - 4.6. Members of the Town Engineering Department are subject to the American Society of Civil Engineers Code of Ethics, as amended from time to time, incorporated herein by reference.
 - 4.7. Members of the Town Clerk Department are subject to International Institute of Municipal Clerks' Code of Ethics, as amended from time to time, incorporated herein by reference.

5. Where to Seek Advice. It is frequently necessary to consult administrative regulations, personnel rules and departmental directives to determine whether a particular action is allowable. The Town Manager has the authority to clarify policy ambiguities and to investigate allegations of improper conduct.
6. Where to Report Improper Behavior. Town employees have a duty to prevent any improper governmental actions. Hence, there is no shame in being a “whistleblower” if another employee or appointed officer is acting improperly. Moreover, you should never attempt to use your authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any person with the intent of interfering with that person’s duty to disclose such improper activity.
 - 6.1. Any employee or member of the public who observes unlawful or improper actions by any employee of the Town is expected to discuss the improper actions with their supervisor or bring the improper action (confidentially, if desired) to the attention of the Town Manager.
 - 6.2. Any employee or member of the public who observes unlawful or improper actions by the Town Manager is expected to discuss the improper actions with their supervisor or bring the improper action (confidentially, if desired) to the attention of the Town Attorney.
 - 6.3. The person receiving a complaint, a request for reconsideration, or an appeal must investigate the matter and timely respond to the complainant. If the complainant does not believe that the response is adequate, the complainant should submit their reasons for believing the response to be inadequate and request reconsideration of the complaint. If the complainant continues to believe that the response is not adequate, the decision may be appealed: the decision of a supervisor may be appealed to the Town Manager; the decision of the Town Manager or the Town Attorney may be appealed to the Town Council. The decision of the Town Council is final, except with respect to violations of State law.
 - 6.4. If the basis of the complaint is a violation of one of the *Ethical Standards Specific to certain departments* described by § 4 hereof, the person investigating the complaint will seek and adhere to the advice of the relevant professional organization.
7. Penalties and Sanctions. Violations of the law and any of the policies set forth in this Administrative Regulation may expose a Town employee to a variety of penalties—including reprimand, termination of employment, and criminal prosecution.

TOWN MANAGER APPROVAL	Initial: _____
Notes: _____	