

Code of Ethics
City of Dunedin, Florida

PURPOSE:

The purpose of this policy is to adhere to the City's philosophy of providing its citizens with quality service by ensuring the proper ethical behavior of all City employees. As with any of the City's other policies, not all conduct can be covered within this policy. The Code of Ethics is intended as a guide in common situations. Special circumstances will be handled on a case-by-case basis.

POLICY:

All City employees are expected to keep in mind that they are servants of the public and to conduct themselves in a manner that will credit the City government, public officials, fellow employees and themselves. Each employee is responsible to demonstrate the highest standards of trust, honesty and integrity in order to maintain public confidence.

This Code of Ethics shall not supersede any other City policy.

ADHERENCE TO STATE LAWS:

Nothing in this policy shall relieve the employees of the City from strict compliance with Florida Statutes and particularly F.S. chapter 112, part III.

GIFTS AND GRATUITIES:

Employees are prohibited from soliciting or accepting "anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment...would be influenced thereby." (Sec. 112.313(2), Fla. Stat.)

Employees shall not accept gifts, gratuities or loans from organizations, business concerns or individuals with whom the employee has official relationships on business of the City government. These limitations are not intended to prohibit the acceptance of articles of negligible value, which are distributed generally, nor to prohibit employees from accepting social courtesies, which promote good public relations, nor to prohibit employees from obtaining loans from regular lending institutions. It is particularly important that inspectors, contracting officers and enforcement officers

guard against relationships, which might be construed as evidence of favoritism, coercion, unfair advantage or collusion.

Exceptions to this section include:

- gifts that otherwise comply with F.S. 112 and advance the employee's professional knowledge or enhance job performance and are specifically approved by the employee's Department Director.
- social courtesies offered to all persons attending a group function.

CONFLICT OF INTEREST:

"Conflict of interest means a situation in which regard for a private interest tends to lead to disregard of a public duty or interest." (Sec. 112.312, Fla. Stat.). Conflict of interest rules shall be in accordance with the established State laws.

Employees are prohibited from employment or holding a contract with a business or agency with which the City conducts business. Some exceptions may apply such as employment as a cashier with a retail store where the City purchases materials or supplies. No employee shall utilize their position with the City to acquire goods or services for their personal use with a business or agency with which the City conducts business that would not be offered to the general public.

USE OF CITY EQUIPMENT, ETC.:

Equipment, facilities, vehicles or property of the City shall not be used by employees for any reason other than City business.

EMPLOYMENT:

No person shall make any false statement, certificate, mark, rating or report with regard to any test, certification or appointment made under any provisions of these rules or in any manner commit or attempt to commit any fraud preventing the impartial execution of these rules.

No person shall directly or indirectly, give, render, pay, offer, solicit or accept any money, service or other valuable consideration for any appointment, proposed appointment, promotion or proposed promotion to, or any advantage, to a position in the employee service system.

No employee of the Human Resources Department, an examiner or other person involved in matters affecting City human resources administration shall deceive or obstruct any person in their right to

examination, eligibility, certification or appointment under these rules, or furnish to any person any special or confidential information for the purpose of affecting the rights or prospects of any person with respect to employment in the City service.

Any officer or employee who knowingly violates the provisions of this section shall forfeit their office or position in the City service.

ANTI-NEPOTISM:

No member of the immediate family of a current City service employee, Department Director, Charter Official or Elected Official will be hired by the City on a regular or temporary basis within the City except in special or extenuating circumstances approved by the City Manager with justification documented in writing. For purposes of this section, immediate family is defined as: the employee's spouse, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, grandparents, great grandparents, grandchildren, grandparents of spouse, son-in-law, daughter-in-law, sister-in-law, brother-in-law, step-parents and step-children, uncle, aunt, nieces, nephews, first cousin, step-brother, step-sister, half-brother, and half-sister.

The City will at all times comply with the anti-nepotism statutes of the State of Florida, currently §112.3135 F.S.

The City will discourage the hiring of immediate family members, but in no case shall the percentage of employees who may have immediate family members working for the City exceed 10%.

An exception to this rule shall be the employment of temporary employees for a period of 90 days or less and shall be under conditions specified by the City Manager in writing.

Employees who marry one another will not be permitted to work together. In the event this occurs, one employee may be transferred to another shift or department. If the classification does not exist in another shift or department, the City will accept the resignation of either employee or retain the employee with greater seniority.

PERSONAL RELATIONSHIPS:

No employee shall show preference or favoritism to or discriminate against another employee because of a personal relationship, which may include co-habitation or dating. Employees are held to a standard of neutrality even though there is no formal relationship. Personal relationships will not impact an employee's conduct at work.

PROCEDURES:

Any employee who observes improper or illegal actions by any representative of the City has an obligation to report the actions to their supervisor or Division/Department Director or Human Resources. Any employee who is in doubt about participating in an activity, which could potentially be considered unethical, should assume the safest course of action would be to not participate.

Failure to comply with this policy will be handled in accordance with the City's Progressive Discipline Policy.

Effective Date of Policy: January 2004

Approved:

Nancy Moran
Director of Human Resources and Risk/Safety

12-01-03
Date

Maura Breany
Assistant City Manager

12/03/03
Date

[Signature]
City Manager

12/03/03
Date