



CODE OF ETHICS

FORWARD

The respected name the City of West Allis has enjoyed during its history is as important today as ever. Officials and employees of the City are confronted with increasing public expectations with regard to many areas, including but not limited to personal ethics and its impact upon the cost and quality of municipal services. Where government is based on the consent of the governed, every citizen is entitled to have complete confidence in the integrity of government. Our success in meriting the public's trust depends upon the conduct of each employee and official.

A copy of this informational booklet is given to each new employee by Human Resources when hired and each new official when s/he begins service with the City of West Allis. It is reviewed and discussed with each employee by the individual's supervisor. Thereafter, it is reviewed and discussed periodically with the employee by the supervisor. A record of these reviews/discussions will be maintained.

CONFLICTS OF INTEREST:

- A. No official or employee may solicit or receive anything of value pursuant to an understanding that such officials' or employees' vote, official actions, or judgments would be influenced thereby, with anyone who:
1. Has, or is seeking to obtain, contractual or other business or financial relationships with the municipal government of the City of West Allis;
 2. Conducts operations or activities which are regulated by the City of West Allis; or
 3. Has interests which may be substantially affected by the performance or non-performance of the employee's official duty.

It is the intent of this section that all officials or employees of the City of West Allis avoid actions which might result in:

1. Using public office for private gain;
 2. Giving unlawful preferential treatment to any organization or person;
 3. Impeding government efficiency or economy;
 4. Losing complete independence or impartiality of action;
 5. Making an unauthorized government decision outside the official channels; or
 6. Adversely affecting the confidence of the public in the integrity of the government of the City of West Allis.
- B. 1. As each employee has an obligation to the City of West Allis, outside activities, including employment or self-employment, must be kept separate from his or her employment with the City of West Allis. Officials and employees of the City of West Allis will not engage in outside employment, which might result in a conflict or an apparent conflict between the private interests of the employee and official government duties and responsibilities.

2. Officials and employees will avoid any outside employment or activity which adversely affect the independence or objectivity of their judgment or interfere with the timely and effective performance of their duties and responsibilities.
3. Officials and employees and employees of the City of West Allis will not:
 - a. Have direct or indirect financial interests that conflict substantially with their responsibilities and duties as officers or persons holding positions within the government of the City of West Allis; or
 - b. Engage directly or indirectly, in financial transactions as a result of or primarily relying upon inside information obtained through their office or position.
- C. Membership on Boards of Directors of other organizations is authorized consistent with City ordinances, resolutions, and policies. Volunteer activities are encouraged, but may not be undertaken on City time.
- D. No outside employment or activity may involve the use of City assets, funds, materials, facilities, equipment, or employees, unless approved by the Common Council in accordance with established policies.

PERSONAL CONDUCT:

Officials or employees of the City of West Allis will not engage in conduct which brings discredit upon the City of West Allis or the municipal government of the City of West Allis.

CONFIDENTIAL INFORMATION:

- A. For the purpose of furthering a private interest, an official or employee of the City of West Allis may not directly or indirectly make use of, or permit others to make use of, official information not made available to the general public.
- B. Officials and employees will take all necessary steps to safeguard and preserve as confidential those municipal records which have been exempted from public disclosure, pursuant to law. The obligation to preserve confidentiality continues after employment ends.

CITY PROPERTY AND RECORDS:

A. Protection of City property and services is vital to the operation of government. How well City property and services are protected from theft, fraud, or negligent misuse affects not only the taxes citizens pay, but the reputation of municipal employees. Officials or employees of the City of West Allis:

1. Must protect and conserve all City property, including equipment and supplies, entrusted or issued to them.
2. May not use property of the City of West Allis, or any kind, for personal benefit or for other than officially approved activities.

Except with proper authorization, municipal property may not be sold, loaned, given away, or otherwise disposed of, regardless of condition or value.

- B. All officials and employees of the City of West Allis must ensure that all reports, vouchers, bills, payroll and service records, measurement and performance records, and other essential data are prepared with care and honesty as well as accurately and reliably.
- C. Records containing personal data on employees are confidential. As such, they are to be safeguarded and kept current, relevant and accurate. Personnel records should not be disclosed to third parties except as expressly authorized in City regulations or as required by law.
- D. When an employee leaves the employment of the City of West Allis, all documents, records and municipal property within the custody of the employee will be returned.

CITY FUNDS:

- A. Every official and employee who has custody and control over City funds is personally accountable for such funds. Everyone responsible for the handling of City revenues and the associated records and materials, is accountable for their safekeeping.

Anyone approving or certifying the correctness of any voucher or bill must have reasonable knowledge that the expense and amounts involved are proper.

- B. When spending City funds, or personal funds that will be reimbursed, officials and employees must assure that the City receives proper value and verification in return.

POLITICAL ACTIVITIES:

- A. Employees may not engage in political activities while on City time.
- B. City time and funds may not be contributed to political candidates, campaigns or activities.
- C. Any lobbying efforts on behalf of the City of West Allis which purport to represent official Council positions must be approved in advance by the Legislative Committee. This subsection does not apply to elected City of West Allis officials. It is not intended to restrict any employee from the free exercise of his or her constitutional rights.

IN CONCLUSION:

This booklet reaffirms the importance of high standards in conduct of all City activities. Adherence to these standards by all employees and officials is the only sure way the City will merit the confidence and support of the public.

Each official or employee of the City of West Allis is personally responsible for his or her conduct. No person, regardless of position, is ever authorized to direct or permit another to commit an illegal or unethical act. No official or employee of the City will be permitted to justify an illegal or unethical act by claiming it was authorized by supervisors or other employees.

These guidelines, set forth herein, prescribe basic principles of conduct. Situations and circumstances may arise from time to time which cannot be foreseen and for which no specific rule, regulation, or guidance has been provided.

The conduct of officials or employees of the City of West Allis must always be undertaken within the framework of City policies, practices, departmental rules and regulations, and the requirements of law. The absence of a specific City rule, regulation, policy, practice or instruction, relating to a particular circumstance or situation, does not relieve the official or employee from exercising the highest ethical standards applicable to the circumstance.

A FINAL THOUGHT:

Always remember that this code of ethics is a guide for making decisions and judgments. It cannot replace your sense of right and wrong, and it can never substitute for good judgment or for your personal integrity. If you're unsure about a situation or decision, consult your supervisor. Full disclosure is a good way to avoid potential conflicts of interest.

Another helpful hint to remember is if you even have to ask yourself whether something is right or wrong, the appropriate action is not to do it.

ACKNOWLEDGEMENT:

I have reviewed and discussed the provisions of the booklet, "City of West Allis Code of Ethics", and explained the necessity of protecting the reputation of the City of West Allis, avoiding conflicts of interest, safeguarding confidential City information, and properly handling City funds, property, records, and accounts with:

Employee's Name _____

Employee's Signature _____

Date _____

Supervisor's Signature _____

Title _____

Department _____

Acknowledgement Received:

Date _____

Department Head _____

Title _____

C. 5/1/85 R.

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