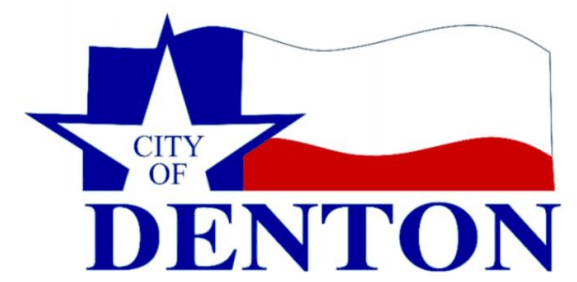




# **ETHICS POLICY TRAINING**



# ETHICS DEFINED

## Definition of Ethics:

Moral principles that govern a person's behavior or the conducting of an activity. Ethics guide individuals in identifying the correct course of action in how decisions are made.

## Purpose of Ethics:

To set ethical expectations and guidelines for employees, fostering an environment of integrity and impartiality. By promoting the City's values and prohibiting conduct incompatible with the best interests of the organization and the public, risks are minimized, employees are protected, and public trust is strengthened.



# City of Denton Core Values



## **INTEGRITY**

Making sure that with every decision we make, our actions match our values.



## **FISCAL RESPONSIBILITY**

Ensuring that people can trust that we use public funds conscientiously, with the community's best interest in mind.



## **INCLUSION**

Creating a culture where all people feel a sense of belonging and support by valuing each other and our differences.



## **TRANSPARENCY**

Building an environment of trust by interacting with others honestly as well as collecting and sharing clear and concise information.



## **OUTSTANDING CUSTOMER SERVICE**

Employing a holistic approach to problem-solving and providing responsive service that goes above and beyond expectations.

# CONFLICT OF INTEREST

**A situation in which personal and/or financial considerations have the real or perceived potential to influence or compromise professional judgement, decisions, or actions.**

- Conflicts of interest are highly sensitive because they are often based on perception.
- Employees are required to proactively report any potential conflicts of interest, whether real or perceived, as soon as they become aware of the conflict.
- Conflict disclosure forms are located on the Ethics & Compliance Department HUB page.
- Conflict disclosure not only protects the City of Denton but you as an employee.
- Failure to disclose a conflict of interest may result in disciplinary action against the employee.

# SECONDARY EMPLOYMENT

The City is the **PRIMARY** employer for all employees for whom benefits are being provided (excluding temporary and seasonal employees).

You cannot have outside employment that would impair your independence of judgement, the performance of duties at the City, or create a conflict of interest.

## **Secondary employment requires:**

- Completion of a Secondary Employment Approval Request form located on the Ethics & Compliance Department HUB page
- Review and re-approval by leadership **annually** or when there are changes to the secondary employment

# **BOARDS/COMMISSIONS/ASSOCIATION DISCLOSURE**

Employees serving as members of boards, commissions, or associations will require disclosure and approval to avoid appearance of favoritism, impropriety, and/or conflicts of interest.

**Participation on a board, commission, or association requires:**

- Completion of a Board/Commission/Association disclosure form available on the Ethics & Compliance Department HUB page.

# GIFTS AND FAVORS

Employees should not request or accept gifts or favors offered from an individual, business, or organization due to their position with the City.

**A gift** is defined as any tangible or intangible thing that can be reasonably inferred as benefitting the employee and/or influencing the employee's judgment or actions.

**A favor** is defined as the performance of an action, taking an action, or refraining from an action in a manner advantageous to an employee, customer, business, or organization in a manner inconsistent with normal business practices or policies.

Gifts can be accepted under certain circumstances – please see the Ethics Policy or contact the Ethics & Compliance Department for more information.



# GIFTS – DECLINE OR DONATE

Every effort should be made to decline and return the gift to the provider or to donate the gift to an approved non-profit organization.

A Gift Disclosure Form and list of approved non-profit organizations are located on the Ethics & Compliance Department HUB page.

Disclosure of gifts and meals should occur within three business days following receipt of the gift.

Disclosure forms should be completed and approved prior to donation of the gift to an appropriate non-profit organization.



# MEALS AND EVENTS

## MEALS

- **DO NOT** request or accept meals offered from an individual, business, or organization due to their position with the City.
- **DO** avoid meals and/or social functions with individuals, businesses, or organizations that can reasonably be inferred as personally benefitting the employee and/or influencing the employee's professional judgment or actions.



## EVENTS

- Attendance at events **MUST** be deemed essential for training or business needs and approved by the employee's chain of command. Travel and expenses **MUST** be approved and follow applicable City policies.
- Discounted or complimentary registration, transportation, meals, or lodging for events is **generally prohibited**.



\*Meals and event-related discounts can be accepted under certain circumstances – please see the Ethics Policy or contact the Ethics & Compliance Department for more information.

# HONORARIUMS OR GAMES OF CHANCE

## Honorariums

- An honorarium is the payment of money or anything of value for an appearance, speech, or article.
- You may not accept a speaker's fee if your position with the City is one of the reasons you were asked to speak.
- State law prohibits a public servant from soliciting or accepting an honorarium if the subject matter is directly related to the person's position with the City.
- This prohibition applies even if the employee provides the speech or services on their personal time and there is no expenditure of public resources.

## Games of Chance

- A game of chance is any game or contest in which the outcome depends on chance, regardless of whether there is a cost to participate (e.g., raffles, drawings, or sweepstakes).
- If you are representing the City at an event or you're attending an event at the City's expense, you are not allowed to participate in a game of chance or accept a prize or award from a game of chance.

# USE OF CITY RESOURCES

An employee shall not use, request, or permit the use of the City facilities, personnel, equipment, supplies, or time for private purposes (including political purposes).

**Example 1:** You use City facilities to perform repairs on your spouse's vehicle one evening.

**Question:** *Is this allowed as long as you are off the clock and not in anybody's way?*

**Answer:** *No, it is never permissible to use City property for personal repairs.*

**Example 2:** You use a City copier to print flyers for a church event.

**Question:** *Is this okay since it is for charity?*

**Answer:** *No, it is never permissible to use City property, even for charity use.*

\*Limited exceptions exist – please see the Ethics Policy or contact the Ethics & Compliance Department for more information.

# FRAUD

Fraud is the intentional misappropriation of City assets by any act including, but not limited to, theft, corruption, conspiracy, embezzlement, deception, bribery, extortion, and intentional misrepresentation.

Attempted fraud is treated as seriously as accomplished fraud.

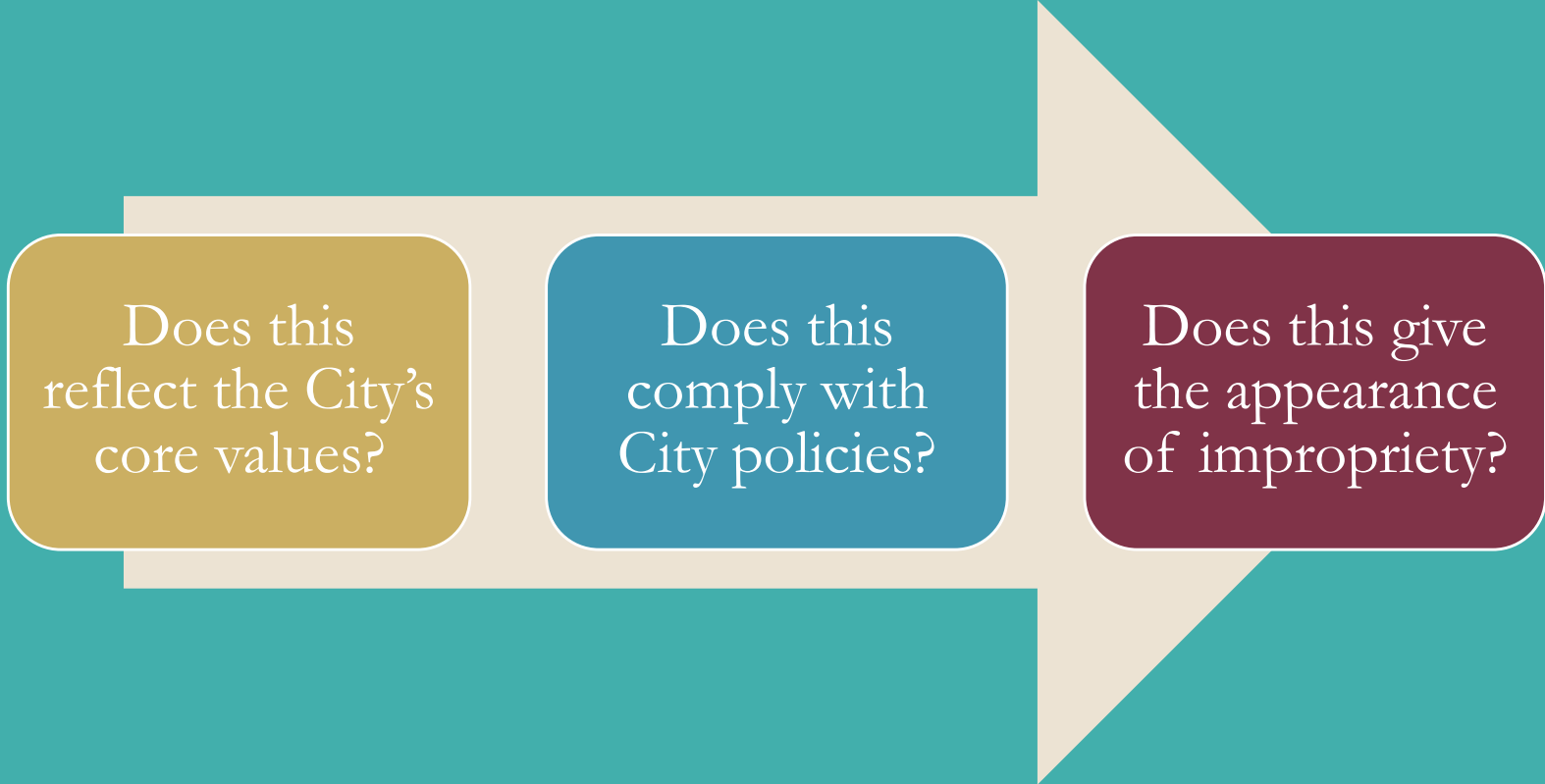
For more information on fraud, contact Internal Audit or the Ethics & Compliance team.

Applicable policies:  
509.01 – Fraud Directive  
10.00 - Ethics



# APPLYING THE CODE OF ETHICS

When faced with an ethical dilemma about your own conduct or someone else's, consider these points to help decide what to do...



Does this reflect the City's core values?

Does this comply with City policies?

Does this give the appearance of impropriety?

# REPORTING AND INVESTIGATING

If you witness or have knowledge that inappropriate, unlawful, or unethical conduct has occurred you have a duty to report the actions or behavior through the appropriate channels.

**You can report information through any of the following channels:**

- Your Supervisor or Manager
- Ethics and Compliance department
- Human Resources
- Internal Audit
- City Manager's Officer
- City's anonymous reporting hotline, **Lighthouse**, at 844.440.0079 or [www.lighthouse-services.com/cityofdenton](http://www.lighthouse-services.com/cityofdenton)

## **Retaliation Prohibited:**

A person **may not** suspend, terminate, or take other adverse personnel action against a public employee **who in good faith** reports a violation of law.

# CONTACT INFORMATION

**Cassey Ogden**

Chief Financial Officer

940-349-7195

[Cassandra.Ogden@cityofdenton.com](mailto:Cassandra.Ogden@cityofdenton.com)

**Chris Moar**

Ethics & Compliance Officer

940-349-8174

[Christopher.Moar@cityofdenton.com](mailto:Christopher.Moar@cityofdenton.com)

**Kelly Muthiani**

Ethics & Compliance Specialist

940-349-7544

[Kelly.Muthiani@cityofdenton.com](mailto:Kelly.Muthiani@cityofdenton.com)

Thank you and remember, public service is a public trust of which all of us are stewards.

**SPEAK WITH  
HONESTY**

---

**THINK WITH  
SINCERITY**

---

**ACT WITH  
INTEGRITY**