

ATTACHMENT C

CITY OF LA MIRADA ADMINISTRATIVE POLICY

Policy 0-02 CODE OF ETHICAL CONDUCT

PREAMBLE

The citizens and businesses of La Mirada are entitled to have fair, ethical and accountable local government, which has earned the public's full confidence for integrity. In keeping with the City of La Mirada's commitment to excellence, the effective functioning of government requires that:

- Public officials, both elected and appointed, comply with both the letter and spirit of all laws, regulations and policies;
- Public officials be independent, impartial and fair in their judgment and actions;
- Public office be used for the public good, not for personal gain;
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the La Mirada City Council has adopted a Code of Ethical Conduct for members of the City Council, the City's commissions, councils and committees, employees, volunteers and all elected and appointed public officials to assure public confidence in the integrity of local government and its effective and fair operation.

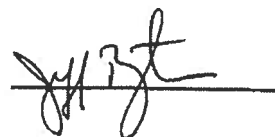
1. Conduct of Members

Members shall be dedicated to the highest ideals of honor and integrity in all public and personal relationships so as to merit the respect, confidence, and trust of the public. Honesty, integrity and professionalism shall be demonstrated in the performance of their duties. The professional and personal conduct of members must be above reproach and avoid even the appearance of impropriety. Members shall approach organizational and operational duties with a positive attitude and constructively support open communication, creativity, dedication, and compassion. Members shall never report for duty while under the influence of alcohol or intoxicating drugs.

2. Conflict of Interest

In order to assure their independence and impartiality on behalf of the common good, members shall not use their official positions to influence government decisions in which they have a material financial interest or where they have an organizational responsibility or personal relationship, which may give the appearance of a conflict of interest.

City Council Adoption: 8/25/15 Jeff Boynton City Manager



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In accordance with the law, members shall disclose investments, interests in real property, sources of income, and gifts. They shall abstain from participating in deliberations and decision-making where conflicts may exist.

3. **Confidential Information**
Members shall take care not to disclose to others, or use to further personal interests, confidential information acquired in the course of official duties.
4. **Representation of Private Interests**
Members shall not represent themselves as a City official to any outside interest, before any agency, whether public or private, except with the authorization of or at the direction of the City. In addition, members shall not authorize the use of or use for the benefit or advantage of any person, the name, emblem, endorsement, or property of the City.
5. **Gifts and Favors**
Members shall not take any special advantage of services or opportunities for personal gain by virtue of their public office that is not available to the public in general. They shall refrain from accepting any gifts, favors or promises of future benefits that might compromise their independent judgment or action or give the appearance of being compromised.
6. **Personal Favors**
Members shall seek no favor; personal profit secured by confidential information or by misuse of public time is dishonest.
7. **Use of Public Resources**
Members shall not use public resources not available to the public in general, such as City staff time, equipment, supplies or facilities for private gain or personal purposes.
8. **Advocacy**
Members shall use discretion when endorsing candidates for public office and shall not use any City affiliation in taking action on issues against the official position of the City or in violation of the Code of Ethical Conduct.
9. **Respect for Others**
Members shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of members of the City Council, advisory bodies, staff or public.
10. **Professionalism**
Members shall always strive for personal professional excellence and encourage the professional development of team members.

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- 11. Improper Influence**
Members shall not advocate the hiring of a relative for employment with the City.
- 12. Comply with the Law**
Members shall never falsify any City report or record, or any report or record required to be filed.
- 13. Respect for Process**
Members shall perform their duties in accordance with the processes and rules of order established by the City Council governing the deliberation of public policy issues and encourage meaningful involvement of the public.
- 14. Policy Role of Members**
Members shall respect and adhere to the council-manager structure of La Mirada City government. In this structure, the City Council determines the policies of the City with the advice, information and analysis provided by the public, advisory bodies and City staff. Members shall not interfere with the administrative functions of the City or the professional duties of City staff, nor shall they impair the ability of staff to implement Council policy decisions.
- 15. Conduct at Public Meetings**
Members shall prepare themselves for public issues, listen courteously and attentively to all public discussions before the body and focus on the business at hand. They shall refrain from interrupting other speakers, making personal comments not germane to the business of the body or otherwise interfering with the orderly conduct of meetings. Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations.
- 16. Open Communication**
Members shall publicly share substantive information that is relevant to a matter under consideration by the City Council, commissions, councils and committees that they may have received from sources outside of the public decision-making process.
- 17. Positive Work Environment**
Members shall support the maintenance of a positive and constructive workplace environment for City employees and for citizens and businesses dealing with the City. Members shall recognize their special role in dealings with City employees and in no way create the perception of inappropriate direction to staff.
- 18. Compliance and Enforcement**
As an expression of the standards of conduct for members expected by the City, the La Mirada Code of Ethical Conduct is intended to be self-enforcing. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

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For this reason, ethical standards shall be included in the regular orientations for candidates for City Council, applicants to commissions and other advisory bodies, and newly elected and appointed officials. Members entering office shall sign a statement affirming they read and understood the City of La Mirada Code of Ethical Conduct, included as Attachment "A." In addition, the Code of Ethical Conduct shall be annually reviewed and the City Council shall consider recommendations and update it as necessary.

19. Your Mission

Ethical leadership begins with you. Trustworthy leaders have strong commitments to their organizations, their team, and the collective goals of that team. As a member of the La Mirada team, you are held to the highest ethical standards of conduct.

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ACKNOWLEDGMENT OF CODE OF ETHICAL CONDUCT POLICY 0-02

I acknowledge that I have received a copy of the City of La Mirada Code of Ethical Conduct Policy ("Policy"), and that I have read the Policy and understand my rights and obligations under this Policy. My signature below further signifies that I have read this Policy and that I accept and will abide by all its provisions.

Print Name

Position

Signature

Date