



Town of Haymarket  
15000 Washington Street, #100  
Haymarket, VA 20169  
703-753-2600

## Memorandum

**To:** Mayor and Town Council  
**From:** Kim Henry, Clerk of Council  
**Re:** Code of Ethics  
**Date:** April 27, 2026

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Background: In the spring of 2025, Council discussed and made edits to the Policies and Procedures and the Code of Ethics. In July 2025, Council adopted the Policies and Procedures however asked that the Town Clerk and the Town Attorney work on the Code of Ethics to clearly identify and recommend steps of action if one Councilmember has a grievance over another. The Code of Ethics also discussed proper behavior when representing the Town of Haymarket. In March, the Council started discussing the Training and Travel policy for both the staff and for Councilmembers. The Council adopted the employee training and travel policy at their April regular meeting but delayed the adoption of the Council training and travel policy. We believe that the Code of Ethics would address the portion of the training and travel policy regarding proper conduct. The Town Attorney has made the appropriate edits and additions to the draft Code of Ethics presented in 2025. I have attached the original and the attorney edited version.