



## City of Tumwater Advisory Board and Commission Ethics Policy

The proper operation of government requires that actions of public employees be impartial; that government decisions and policies be made in the appropriate channels of government structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government.

All elected and appointed officials, employees, and volunteers of the City of Tumwater shall comply with the City of Tumwater Employee Code of Ethics and shall:

- A. Avoid actual and potential conflicts between private interests and public duties, remembering the public interest must be their principal concern and recognizing the appearance of conflict can be just as damaging as actual conflict.
- B. Refrain from securing special privileges or exemptions for themselves, their relatives, and other persons that are not available to the public.
- C. Avoid receiving, soliciting, or otherwise obtaining anything of value from any person intended to influence the performance of official duties.
- D. Avoid any financial or other private interest, direct or indirect, personally or through a family member, in any matter upon which the employee is required to act in the discharge of their duties, and disclose to the appropriate authority the nature and extent of any financial or personal interest in any city contract or other transaction to which the city may be a party before the formation of the contract or the time the city enters into the transaction.
- E. Refrain from using, or permitting the use of, any City funds or property for personal benefit or for a purpose which is, or appears to be, for other than a City purpose.
- F. Keep confidential all privileged or propriety information acquired through their position, which is not a matter of public knowledge or available to the public on request.

Advisory Board or Committee members are expected to uphold a high standard of ethics. It is essential that Board members must avoid conflicts of interest or even the *appearance* of conflicts of interest.

The Mayor may remove Board or Committee members who do not comply with these standards.

***I have read and agreed to the above policy.***

Board or Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Please Print): \_\_\_\_\_ Signature: \_\_\_\_\_

***Return this completed form to:***

**City of Tumwater Executive Assistant, 555 Israel Rd SW, Tumwater WA 98501**