

## **Ethics Policies and Procedures**

Public employment is a public trust. It is the policy of the City of El Paso to promote and balance the objective of protecting government integrity and the objective of facilitating the recruitment and retention of personnel needed by the City of El Paso. Such policy is implemented by prescribing essential standards of ethical conduct without creating unnecessary obstacles to entering public service.

Public employees must discharge their duties impartially so as to assure fair competitive access to governmental procurement by responsible contractors. Moreover, they should conduct themselves in such a manner as to foster public confidence in the integrity of the City of El Paso procurement organization.

Section 6.13-1 of the Civil Service Commission Charter defines causes for suspension, reduction or discharge of permanent employees. Violations of the City's ethics ordinance is covered under 6.13-3M. The Ethics Ordinance #010663, attached, is to be strictly followed and action will be taken for any violation thereof.

To achieve the purpose of this article, it is essential that those doing business with the City of El Paso also observe the ethical standards prescribed here:

1. It shall be a breach of ethics to attempt to realize personal gain through public employment with the City of El Paso by any conduct inconsistent with the proper discharge of the employee's duties.
2. It shall be a breach of ethics to attempt to influence any public employee of the City of El Paso to breach the standards of ethical conduct set forth in this code.
3. It shall be a breach of ethics for any employee of the City of El Paso to participate directly or indirectly in procurement when the employee knows that:
  - a. the employee or any member of the employee's immediate family has a financial interest pertaining to the procurement;
  - b. a business or organization in which the employee, or any member of the employee's immediate family, has a financial interest pertaining to the procurement; or
  - c. any other person, business or organization with whom the employee or any member of the employee's immediate family, is negotiating or has an arrangement concerning prospective employment is involved in the procurement.
  - d. any violation of the Ethics Ordinance and Ethics Policy may be cause for termination of a contract.
  - e. any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor for any contract for City of El Paso or any person associated therewith, as an inducement for the award of a subcontract or order is a kickback and is a breach of ethics.

f. the prohibition against gratuities and kickbacks prescribed above shall be conspicuously set forth in every contract and solicitation therefore.

g. it shall be a breach of ethics for any employee or former employee of City of El Paso knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated gain of any person.