

**CITY OF ROCK ISLAND**  
**ETHICAL STANDARDS POLICY**

(Approved by City Council on August 9, 2004)

I. Purpose

As municipal employees, our most important goal is to provide the citizens of Rock Island with the highest quality of service possible. It is vital that we promote the public's confidence in the Rock Island government by requiring that all municipal activities be addressed in a fair, impartial and independent manner. It is imperative that we insure public trust through strong ethical practices. It is the purpose of this policy to implement guidelines that will govern our actions as we represent the public good.

II. Policy

A. Conflicts of Interest

1. Employees who have a personal financial interest in a City contract, work or business must comply with all established bid processes and awards for such contracts. The contract will be awarded based upon the City's purchasing policies. When an employee has a personal financial interest in a City contract, work or other business, they shall be required to disclose the nature of the financial interest prior to bidding.
2. No employee may have an interest in any City contract, work or business in which that employee is involved in the decision about the outcome of the award.
3. No employee may, in any department/division in which that employee exercises control (administers discipline, recommends pay increases, determines departmental/divisional policies, etc.) hire or advocate the hiring, promotion or transferring of a relative. In addition, it is a violation to "exchange" the employment of one employee's relative for the employment of another's.
4. No employee shall represent another person, for compensation, before any City body or in a court of law where the City of Rock Island has an interest in the proceeding. This policy excludes union related activities authorized by a labor agreement or applicable State and/or Federal laws.
5. No employee shall give a deposition, affidavit or appear as a witness in a civil matter stemming from the employee's official duties without approval from the employee's department manager. If the employee is subpoenaed on such a

matter he/she is required to inform his/her department manager.

B. Financial Disclosures

1. Employees must file a copy of all disclosures required under the Illinois Governmental Ethics Act with the County Clerk.

C. Gifts/Gratuities

The provisions of Section 2-107 and 2-108 of the Rock Island Ethics Ordinance shall apply to Gifts and Contributions in this Ethical Standards Policy.

D. Personnel

All matters of personnel shall be made on the basis of merit so that fairness and impartiality govern decisions pertaining to appointments, pay adjustments, promotions and discipline.

E. Political Activity

The provisions of Section 2-106 of the Rock Island Ethics Ordinance shall govern political activity.

F. Public Trust

1. No employee shall utilize privileged information for which he/she has access to for personal gain or the personal gain of family members and/or business and social acquaintances.
2. No employee shall seek favors and/or profit through either his/her position or confidential information held within their his/her trust.
3. Employees are prohibited from investing resources in any enterprise which he/she can influence through his/her position with the City.
4. No employee shall misuse his or her work hours for personal gain.

III. Coverage

This policy shall cover all employees of the City of Rock Island.

IV. Responsibility

Activity that is deemed unethical, whether committed by supervisory or non-supervisory personnel, is specifically prohibited by the City's policy. In some instances such activities may be unlawful. In addition, management is responsible for taking action against violations of this policy

by non-supervisory personnel and/or supervisory personnel regardless of whether the specific act was specifically forbidden.

V. Implementation

It is the responsibility of the City and all of its departments/divisions to make sure that there is full compliance with this policy.

VI. Violations

Practices that are not mentioned in this policy that are expressly prohibited by federal, state and/or local laws will be deemed a violation of this policy. If an employee is found to have violated this policy, he or she may be subject to disciplinary action and, if warranted by law, criminal prosecution.