



# CITY OF BRIDGEPORT

Subject: <b>ETHICS POLICY Revised July 2014</b>	Approval:  Andrew Nunn CAO	Approval:  Bill Finch Mayor	Effective: 07/01/2014 Number: Page: 1 of 3
--	--	--	---

## What is the Code of Ethics of the City of Bridgeport?

The Code of Ethics, Bridgeport Municipal Code Chapter 2.38, sets standards of conduct for City personnel, defined as Officials and employees of the City of Bridgeport. This Policy is a summary of the Bridgeport Municipal Code Chapter 2.38 and does not contain all provisions. Consult the Bridgeport Municipal Code for further information on the Code of Ethics.

## Declaration of Purposes

The Code of Ethics and Commission on Ethics Ordinance is adopted for the City of Bridgeport and is established with the purpose of setting forth ethical standards of conduct and prohibited activities which will be consistent with the best interest of the City of Bridgeport.

The ordinance is intended to prevent city officials and employees from using their public position or authority for personal or financial interest.

The proper operation of democratic government requires that public officials and employees be independent, impartial and responsible to the people in accordance with their oath of office and the duties and responsibilities of their office or position of employment. They shall hold their offices or positions of employment for the benefit of the public and shall faithfully discharge their duties, placing the good of the City above any personal or partisan consideration. Public office or employment must not be used for personal gain.

## Standards of Conduct

The Code of Ethics Chapter 2.38.030 Standards of Conduct identifies general prohibitions and specific conflicts. It is advisable that all city officials and employees should avoid any conduct having the appearance of violating any of the standards set forth in the Code of Ethics. Violations of the Code of Ethics include but are not limited to:

- Engaging in any business or transaction in substantial conflict with City duties;
- Receiving gifts which might be intended to influence the performance of city duties;
- Having an outside interest in any contract or financial dealings with the City in the same area of City business performed by the individual;
- Engaging in any business or have a financial interest which is incompatible with, or could impair, the discharge of City duties;
- Disclosing confidential information about the City's affairs or use it for personal gain;
- Voting upon or otherwise participate in any transaction in which an individual has a personal or financial interest;
- Using City owned property for personal convenience or profit;
- Providing false information on an official form provided to the City;
- Using an official position to retaliate against any person who files an ethics complaint;
- Having an outside interest in, or entering into, any contract or financial dealings with the City unless the contract has been awarded through an open and public process;
- Using a City position to secure preferential treatment or protection for oneself or any person, except by proper exercise of official discretion.

## Disclosure of Conflict of Interest

On an annual basis on a schedule established by the Chief Administrative Officer and thereafter as changed circumstances arise, members of the following departments and their respective divisions must complete a Disclosure of Conflict of Interest Form: Purchasing, Finance, City Attorney, Labor Relations, Office of the Mayor, Office of Planning and Economic Development, Office of Policy and Management, Chief Administrative Office, Construction Management Services and all other department supervisors, and personnel in a decision making capacity or exercising a procurement function.

Completed and signed forms must be provided to Department Heads for review and disposition as follows:

- If no conflict exists, forms shall be submitted to the Office of Labor Relations for placement in each employee's personnel file.
- If a conflict may exist, the Department Head will submit the form to the Ethics Commission for an Advisory Opinion with an explanation of the potential conflict. The Department Head must reassign the matter and the employee must not take any action on the issue unless and until an Ethics Commission decision is rendered determining a conflict of interest does not exist.

### **Penalties**

The failure to comply with, or any violations of, the standards of conduct established by the Code of Ethics may, upon determination by the proper authority following proper proceedings and hearings, constitute a cause for disciplinary action or other appropriate penalties.

### **Where can copies of the Code of Ethics be obtained?**

Copies of the Bridgeport Municipal Code Chapter 2.38 Code of Ethics may be obtained on-line at the City of Bridgeport website: [www.bridgeportct.gov](http://www.bridgeportct.gov), or obtained in hard copy from the Office of the City Clerk, City Hall, 45 Lyon Terrace, Bridgeport, CT 06604.

### **How is a complaint filed?**

A complaint form is available on the City of Bridgeport website at [www.bridgeportct.gov](http://www.bridgeportct.gov), or from the Office of the City Clerk, City Hall, 45 Lyon Terrace, Bridgeport, CT 06604. Completed complaint forms should be sent to The Ethics Commission, City Hall, 45 Lyon Terrace, Bridgeport, CT 06604, Attn: Chairperson, in an envelope clearly marked CONFIDENTIAL.

### **Periodic Notification of City Standards**

All officials and employees of the City of Bridgeport as of the date of this policy will receive a copy of the Ethics Policy and will be required to sign the acknowledgement receipt. Copies of the acknowledgement receipt will be placed in the respective personnel records.

All new officials and employees of the City of Bridgeport shall receive a copy of the Ethics Policy upon hire and will be required to sign the acknowledgement receipt. Copies of the acknowledgement receipt will be placed in the respective personnel records.

**Acknowledgement of Receipt of City of Bridgeport Ethics Policy**

\_\_\_\_\_  
Employee/ Appointee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Department, Board or Commission

\_\_\_\_\_  
Please PRINT name clearly