

DEPARTMENT OF PUBLIC WORKS MANAGEMENT MANUAL

**Personnel
Directive**

Subject: ETHICS PLEDGE FOR MANAGERS
AND SUPERVISORS

ADOPTED BY THE BOARD OF PUBLIC WORKS, CITY OF LOS ANGELES

Adopted 2008

PERSONNEL DIRECTIVE NO. 60

BACKGROUND

In January 2007, the Department of Public Works began to develop an ethics pledge for Public Works managers and supervisors modeled after the City Commissioners' Ethics Pledge and Mayor's Executive Directive No. 1 (re-issued October 20, 2005). The purpose of a Departmental ethics pledge was to ensure that our current and newly appointed Public Works managers and supervisors understand the importance of exhibiting the highest standard of ethical behavior.

The Public Works Ethics Pledge for Managers and Supervisors should also serve as a tool to remind and reinforce the higher degree of ethical responsibility required of managers and supervisors and to support the Mayor's commitment to the highest standard of ethics, honesty and integrity.

BUREAU RESPONSIBILITY

In an effort to confirm employees are aware of and abiding by the Department of Public Works Ethics Pledge, all current and new managers and supervisors are to sign the attached form acknowledging their compliance with this personnel directive. A copy should then be placed in the employees' personnel file.

Bureau Directors should ensure a current copy of the "City of Los Angeles' Code of Ethics" (see copy) is posted in all work locations. This document outlines the principles in which to guide the actions of all City employees and its prominent display will reinforce these values.

Attachment

**CITY OF LOS ANGELES
PUBLIC WORKS SUPERVISOR'S AND MANAGER'S ETHICS PLEDGE**

ETHICS PLEDGE

I support the Department of Public Works' commitment to the highest standard of ethics, honesty, and integrity, and I pledge to adhere consistently to these values. I further agree to abide by the principles and restrictions stated below throughout my service to the City of Los Angeles.

I PLEDGE TO:

- 1) Act solely in the public interest;
- 2) Avoid actual and perceived conflicts of interest at all times during my service to the Department of Public Works;
- 3) Take full responsibility for learning and complying with all laws and rules governing the standards of conduct for City employees, including gift restrictions and disclosure requirements;
- 4) Ensure that my own conduct and actions, and those of the employees under my supervision, serve to build public confidence in my Department and Bureau;
- 5) Utilize City resources, including facilities, equipment, supplies, and personnel for the good of the City and not for personal gain;
- 6) Uphold City and Department rules and regulations, and direct those under my supervision to do the same; and
- 7) Uphold Equal Employment Opportunity (EEO) principles, guidelines, and laws in the exercise of my supervisory responsibilities.

ACKNOWLEDGEMENT

I understand the importance of the Department of Public Works' Ethics Pledge for Managers and Supervisors and I agree to comply with this Ethics Pledge.

DATE: _____

PRINT NAME _____

SIGNATURE _____

JOB CLASSIFICATION _____

DATE: _____

PRESENTED BY _____
(Supervisor/Manager)

copy: Personnel folder

City of Los Angeles
CODE OF ETHICS
STATEMENT OF APPROVED PRINCIPLES
FOR PUBLIC SERVICE
IN THE GOVERNMENT OF THE CITY OF
LOS ANGELES

Adopted by Council Resolution, July 21, 1959 and
Amended August 23, 1979 by Council resolution

I

General Rule with Respect to Conflicts of Interest

Persons in the public service shall not engage in nor shall they have any interest, direct or indirect, in any business or transaction, nor incur obligation which is in substantial conflict with the proper discharge of their official duties in the public interest or which impairs their independence of judgment in the discharge of such duties.

II

Actions and Conduct Designed to build Public Confidence

Persons in the public service shall not only be ever conscious that public service is a public trust but also shall be impartial and devoted to the best interests of the City, and shall so act and conduct themselves, both inside and outside the City's service, as not to give occasion for distrust of their impartiality or of their devotion to the city's best interests.

III

Acceptance of Favors and Gratuities

Persons in the public service shall not accept money or other consideration or favors from anyone other than the City for the performance of an act which they would be required or expected to perform in the regular course of their duties; nor shall such persons accept any gifts, gratuities or favors of any kind which might reasonably be interpreted as an attempt to influence their actions with respect to City business.

IV

Use of Confidential Information

Persons in the public service shall not disclose confidential information acquired by or available to them in the course of their employment with the City, or use such information for speculation or personal gain.

V

Use of City Employment and Facilities for Private Gain

Persons in the public service shall not use, for private gain or advantage, their City time or the City's facilities, equipment or supplies, nor shall they use or attempt to use their position to secure unwarranted privileges or exemptions for themselves or others.

VI

Contracts With the City

Persons in the public service shall not exercise any discretionary powers for, or make any recommendations on behalf of or to the City or any department or officer thereof with respect to any contract or sale to which the City or any department thereof is a party and in which such persons shall knowingly be directly or indirectly financially interested.

VII

Outside Employment Impairing Service to the City

Persons in the public service shall not engage in outside employment or business activity which involves such hours of work or physical effort that it would or could be reasonably expected to substantially reduce the quality or quantity of work or interfere with such persons' giving a full day's labor for a full day's pay.

VIII

Outside Employment Incompatible With Official Duties

Persons in the public service shall not engage in any outside

employment which involves the performance by them of any work which will come before them as officers or employees of the City, or under their supervision, for approval or inspection; provided that nothing in this paragraph shall be taken to limit in any manner the outside employment of such persons where the interests of the City are protected under Section 222 of the Charter and ordinances adopted thereunder.

IX

Personal Investments

Persons in the public service shall not make personal investments in enterprises which they have reason to believe may be involved in decisions or recommendations to be made by the, or under their supervision, or which will otherwise create a substantial conflict between their private interests and the public interest. If, however, persons in the public service have financial interests in matters coming before them, or before the department in which they are employed, they shall disqualify themselves from any participation therein.

X

Discussion of Future Employment

Persons in the public service shall not negotiate for future employment outside the City service with any person, firm, or organization known by such persons to be dealing with the City concerning matters within such persons' areas of responsibility or upon which they must act or make a recommendation,

XI

Conduct with Respect to Performance on the Job

Persons in the public service shall perform their duties earnestly, economically and efficiently.

XII

Activities Incompatible With Official Duties and the Reporting of Improper Government Activities

Persons in the public service shall not engage in any improper governmental activity or in any actions or practices which should interfere with the proper performance of the duties of others. Persons in the City service are strongly encouraged to fulfill their own moral obligations to the City by disclosing to the extent not expressly prohibited by law, improper governmental activities within their knowledge. No officer or employee of the City shall directly or indirectly use or attempt to use the authority or influence of such officer or employee for the purpose of intimidating, threatening, coercing, commanding, or influencing any person with the intent of interfering with that person's duty to disclose such improper activity.

XIII

Loyalty

Persons in the public service shall uphold the Federal and California State Constitutions, laws and legal regulations of the United States, the State of California, the City of Los Angeles, and all other applicable governmental entities therein.

XIV

Equal Employment Opportunity

Persons in the public service **shall not**, in the performance of their service responsibilities, **discriminate** against any person on the basis of race, color, national origin, ancestry, sex (including sexual harassment and gender identity or expression, which includes actual or perceived transgender status), sexual orientation, age, religion, creed, marital status, disability, medical condition (cancer or genetic characteristics), HIV/AIDS (acquired or perceived) or retaliation for having filed a discrimination complaint or participating in a protected activity; and they shall cooperate in achieving the equal employment opportunity goals and objectives of the City.

(Updated 7/05)