

**Subject:** Code of Ethics

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**PURPOSE:** It is essential that the public have confidence in the integrity and impartiality of those who act on their behalf in government. It is the goal of the ethics policy to foster an environment that promotes City business being conducted with the integrity and impartiality that is consistent with the public trust placed in City employees. This ethics policy also has been developed to preserve and protect the City and its employees reputation of providing high quality public services to the Kalamazoo community.

**SCOPE:** This policy applies to all employees of the City of Kalamazoo and their on duty activities except City Commissioners and their appointees who are governed separately by City Commission policies and Directives.

**POLICY:**

Employees of the City of Kalamazoo will:

1. Maintain the highest level of personal integrity in business dealings both within the organization and with citizens, suppliers and all other persons encountered.
2. Educate ourselves and comply with all laws, statutes, codes of conduct applicable to our workplace and profession in order to maintain awareness and avoid any infraction or liability due to ignorance or oversight.
3. Avoid any actual or the appearance of any conflict of interest.
4. Recognize and respect the value of all their fellow City employees and citizens.
5. Maintain a constructive, creative and practical attitude toward community affairs and a sense of social responsibility as a public servant.
6. Conduct ourselves with the highest ideals of honor and integrity in all relationships in order to maintain the public's confidence in City government.
7. Recognize that at all times we are to serve the best interests of the community and its citizens regarding health, safety and general welfare of the population without favoritism.
8. Be mindful that as public servants we should act appropriately to ensure that our effectiveness on behalf of the City is not impaired nor considered improper based on any participation in political activity.

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9. Keep the community and its citizens informed on local government affairs, encourage communication between us and citizens, emphasize friendly and courteous public service, and seek to improve the quality and image of public service.
10. Make fair and equitable decisions.
11. Handle all personnel matters on the basis of merit with fairness and impartiality governing all our decisions related to appointments, compensation, performance reviews, promotions and discipline.
12. Consistent with applicable law, support the recruitment and hiring of under-represented citizens in order to achieve a diverse workforce.
13. Seek no favor, prestige or profit from confidential information or by misuse of public service and time.
14. Immediately report suspected unethical behavior or employee misconduct to the City Manager upon discovery.

**INVESTIGATORY PROCEDURE**

1. The City Manager shall determine if the allegation(s) warrant an investigation and determine who should conduct the investigation. Appropriate law enforcement agencies will be notified and participate in the investigation as of potential criminal behavior.
2. The City management staff having direct supervisory responsibilities for the suspected employee(s) may not be directly involved in the investigation.
3. During the investigation, all activities and communications collected will be handled on a strictly confidential basis and distributed only on a "need to know" basis.
4. The investigation will be completed in a timely manner.
5. When completed, the findings will be provided in writing to the City Manager. The employee under investigation will be formally advised in writing of the outcome of the investigation and any attendant disciplinary action.

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- 6. Alleged criminal acts will be investigated separately and prior to any investigation by the City Manager. Investigation of alleged criminal acts such as fraud or abuse will be handled by appropriate law enforcement agencies.

**SUPPLEMENTAL ACTIVITIES**

- 1. The Internal Auditor in conjunction with the City Administration shall develop a program to educate City employees about the Ethics Policy as well as train appropriate staff in how to detect and report alleged unethical activities.
- 2. The City Manager will be responsible for establishing, maintaining and disseminating appropriate administrative policies and guidance to functionally implement the Ethics Policy.

SIGNED & APPROVED BY:



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Kenneth P. Collard, City Manager, ICMA-CM, P.E.

November 30, 2009  
Date

**EFFECTIVE DATE:**

This shall be effective August 8, 2005  
Revised: November 30, 2009

**SEE ALSO:**

[Human Resources Policies & Procedures Manual Section VIII Ethics](#)