

# CITY OF TALLAHASSEE CODE OF ETHICS

As public representatives, we are responsible for applying common sense and sound judgment in all of our decisions and actions. To establish the highest level of public trust, we shall maintain exemplary standards for personal integrity, truthfulness, and fairness in carrying out our public duties. We should avoid any appearance of improprieties or a conflict of interest in our roles as public servants and in our personal lives. We expect our representative agents, consultants, contractors, and vendors to be guided by these principles as well. Our Code of Ethics is more than just a reflection of our behavioral standards; it includes our core values as an organization:

## **CUSTOMER SERVICE IS OUR BUSINESS:**

We are committed to make our products or perform services in ways that we meet or exceed each customer's expectations.

## **DEMONSTRATE LEADERSHIP & PERSONAL RESPONSIBILITY:**

We strive to always give forethought to our conduct.

## **PROMOTE & SUPPORT EMPLOYEE EXCELLENCE:**

We seek to understand our individual imperfections and are ready to excuse "honest" mistakes. We believe in constant improvement in seeking to be all we are created to be, as individuals, as a group, as an organization.

## **PRACTICE TEAMWORK:**

We strive to work together in such a way that complements one another's abilities with a common vision and related goals.

## ETHICAL Decision-Making Process

### **STEP 1:**

Ask three (3) questions:

#### **QUESTION 1:**

Is my action legal?

#### **QUESTION 2:**

Is my action balanced? Are my actions fair and without harm or preference to any individual, citizen or organization?

#### **QUESTION 3:**

In taking this action, how do I feel about myself? If the situation and my actions were in the newspaper, how would I feel about the publicity?

### **STEP 2:**

If you are still unclear as to what you should do, seek advice!

**Questions or information call: Equity and Workforce Development @ 891-8290.**