



## Personnel Policies

CITY OF WESLACO,  
TEXAS

## ETHICS AND INTEGRITY

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Page: 1 of 2

One of the City of Weslaco's most important assets is the reputation of its employees for honesty and integrity. Preserving integrity demands continuing commitment. Each employee must avoid any activity or relationship that might reflect unfavorably on the City whether as a result of a possible conflict of interest, the appearance of such a conflict, the improper use of "insider information," or any other impropriety.

Although no written code can take the place of personal integrity, the following general guidelines should serve as minimum standards of proper conduct. Any violation of these policies may subject the employee involved to corrective action, termination of employment and possible civil or criminal penalties.

Integrity and a high standard of ethics are fundamental to the City of Weslaco and must be upheld by all employees. The City is committed to doing what is right. These principles are accomplished in dealings with our citizens, suppliers and fellow employees when we:

- Conduct ourselves in a forthright and honest manner.
- Are committed to excellence in citizen satisfaction.
- Are fair and considerate in all dealings.
- Maintain professional behavior in all relationships.
- Make only commitments we believe we can keep - and keep them.
- Exhibit an attitude of professionalism and common courtesy.
- Respect the rights and dignity of all individuals.
- Obey the letter and intent of the law.

Every employee of the City is a public servant and, as such, is held to the highest standard of ethical conduct. Consistent with this public trust, employees may not:

- Use their official positions to secure special privileges or exemptions for themselves or others; grant any special consideration, treatment, or advantage to any citizen, individual, or group beyond that which is available to every other citizen, individual, or group;
- Disclose, without proper authorization, confidential information that could adversely affect the property, government, or affairs of the City, nor directly or indirectly use any information for their own personal gain or benefit, or for the private interests of others;
- Engage in any outside activities which will conflict with or will be incompatible with, the duties assigned to them in the course of their employment with the City, or reflect discredit upon the City, or in which their employment with the City will give them an advantage over others engaged in competition with the employee's personal business or vocational pursuits;

<b>ETHICS AND INTEGRITY</b>	
Page:	2 of 2

- Represent, directly or indirectly, or appear in behalf of private interests before any agency of the City or City board or commission, nor shall they represent any private interest in any action or proceeding involving the City, nor shall they accept a retainer or compensation that is contingent upon a specific action taken by the City or any of its agencies;
- Represent, directly or indirectly, or appear in behalf of the City before any agency, public or private, in a manner that may commit or embarrass the City to perform any specific duty, without proper authorization from the City Manager;
- Use City funds, supplies, equipment, vehicles, or facilities for any purpose other than conducting official City business. Unauthorized use for personal reasons may result in dismissal;
- Have a financial interest, direct or indirect, in any contract with the City, or be financially interested, directly or indirectly, in the sale to the City of any land, materials, supplies, or services, except on behalf of the City as an officer or employee.

Employees are permitted, as private citizens, to support political candidates for public office. City employees may not, however, hold or run for a political office of the City. City employees are not permitted to use their working time or City resources (includes the wearing of City uniforms, badges, or insignia) to participate in a political campaign or any other political activity. The term "participate" includes, without limitation, making political speeches, telephone solicitation, distributing political literature, or writing or handling letters related to a political campaign or activity. Campaign posters may not be displayed on City property.