

City of Belen Code of Conduct

We believe:

It is important that we adopt a common set of principles and values which will guide our everyday conduct and provide the foundation that will hold up every decision that we make. As individuals, we are citizens, employees and providers of services for the City of Belen; but as essential members of this administration we are a team ... a team with a true sense of purpose.

Our purpose is to fully utilize the talents and unique individual contribution of each member of our team to develop an environment of systematic improvement that will in turn transform the relationship between the citizens we serve and their government.

We consider our fundamental values to be:

Honesty. Above all else we will tell the truth every minute, every hour, every day. To this fundamental principle there simply can be no exception or compromise. To instill truth in government, we must first be trustworthy.

Respect for the individual, their rights and their dignity. We simply cannot tolerate those who would pass judgment on another for his/her race, creed, gender or religious belief. Our diversity is our strength, and in it lays the true value of our "Land of Enchantment".

Strive for excellence in all that we do. We are all committed to doing the best job we can at all time. As individuals, we bring excellence to the job ... "excellence" will be our signature. When we make mistakes or fall short, we will join together as a team to solve problems and improve.

Based on the above values, the following seven points are our code of conduct:

- 1. All employees shall treat their position as a public trust. They shall use the powers and resources of their positions only to advance the public interest and not to obtain personal benefits or pursue private interest incompatible with the public interest.***
- 2. All employees shall familiarize themselves with applicable rules and laws governing their conduct. Managers and supervisors shall assist employees with this responsibility and shall not knowingly withhold knowledge about employee rights and responsibilities as set forth in applicable rules and laws.***

- 3. Employees shall conduct themselves in a manner that justifies the confidence placed in them by the people, at all times maintaining the integrity and discharging ethically the high responsibilities of public service.**
- 4. Employees shall fully disclose all activity which constitutes a real or potential conflict of interest.**
- 5. Employees shall avoid undue influence and abuse of their positions.**
- 6. Employees shall treat each other and members of the public with appropriate respect and courtesy.**
- 7. Employees shall protect and maintain city property within their possession and shall promptly report all lost or stolen city property.**
- 8. An employee shall put in a full day's work for a full day's pay. An employee shall treat the public as valued customers pledging cooperation and assistance to address issues.**
- 9. An employee shall engage in safe working practices and maintain safe working conditions to protect him, other employees, citizens and property.**
- 10. An employee shall dress in a manner appropriate to his/her position and job duties.**

**I have had the above code of conduct read and explained to me.
I understand the content and will abide by these rules.**

Print Name

Signature

_____ **Today's Date**