

**CITY OF CLEVELAND**  
**Department of Personnel and Human Resources**  
**Workplace Policies**

**CITY OF CLEVELAND ETHICS POLICY**

**I. Policy Statement**

It is policy of the City of Cleveland (the "City") to carry out its mission in accordance with the strictest ethical guidelines and to ensure that the City's officials and employees conduct themselves in a manner that fosters public confidence in the integrity of Cleveland's government, its processes, and its accomplishments.

**II. General Standards of Ethical Conduct**

(a) The City's officials and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102. and 2921. of the Ohio Revised Code ("R.C."), and as interpreted by the Ohio Ethics Commission and Ohio courts. (A copy of these laws is provided by the City to every official and employee, and receipt acknowledged, as required in R.C. 102.09(D).) Officials and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

(b) A general summary of the restraints upon the conduct of all officials and employees includes, but is not limited to, those listed below. No official or employee shall:

1. Solicit or accept anything of value from anyone doing business with the City;
2. Solicit or accept employment from anyone doing business with the City, unless the official or employee completely withdraws from the City's activity regarding the party offering employment, and the official's or employee's appointing authority approves the withdrawal;
3. Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;
4. Be paid or accept any form of compensation for personal services rendered on a matter before any board, commission, or other body of the City, unless the official or employee qualifies for the exception, and files the statement, described in R.C. 102.04(D);
5. Hold or benefit from a contract with, authorized by, or approved by, the City, (the Ethics Law does except some limited stockholdings, and some contracts objectively shown as the lowest cost services, where all criteria under R.C. 2921.42 are met);
6. Vote, authorize, recommend, or in any other way use his or her position to secure approval of a City contract (including

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**Department of Personnel and Human Resources**  
**Workplace Policies**

- employment or personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;
7. Solicit or accept honoraria (see R.C. 102.01(H) and 102.03(H)) ;
  8. During public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with the City;
  9. Use or disclose confidential information protected by law, unless appropriately authorized; or
  10. Use, or authorize the use of, his or her title, the name "City of Cleveland," or the City's logo in a manner that suggests impropriety, favoritism, or bias by the City or the official or employee.
- (c) For purposes of this policy:
1. "Anything of value" includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. "Value" means worth greater than de minimis or nominal.
  2. "Anyone doing business with the City" includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before the City.

### **III. Departmental Rules of Ethical Conduct**

The appointing authorities of the various departments are responsible for overseeing the application of the rules of ethical conduct in the performance of the work by the employees in their respective departments. To this end, each Director may promulgate departmental rules in addition to the General Standards of Ethical Conduct that are specific to the daily work performance of their departmental employees.

### **IV. Assistance**

The Ohio Ethics Commission is available to provide advice and assistance regarding the application of the Ethics Law and related statutes. The Commission can be contacted at (614) 466-7090. The Commission's web site address is: [www.ethics.ohio.gov](http://www.ethics.ohio.gov). The City's Law Department is available to answer questions involving this policy.

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**V. Penalties**

Failure of any City official or employee to abide by this Ethics policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

**This policy has been issued under the authority of:**

*Tandy Hutchinson*

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**Signature**

Director of Personnel & HR

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**Title**

June 19, 2009

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**Date**