



# **CITY OF MANASSAS**

## **EMPLOYEE CODE OF ETHICS**

*Approved by the City Council: October 24, 2016*

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### **INTRODUCTION**

The purpose of the Code of Ethics is to encourage fair, ethical, and accountable local government in the City of Manassas. The community expects City employees to be objective and thoughtful in their judgment and actions and to conduct City business openly and respectfully. At all times, employees are expected to comply with both the letter and the spirit of the laws of the United States of America, the Commonwealth of Virginia, the Manassas City Code of Ordinances, and adopted City policies. Many of the tenets contained in the Code are based on ethical principles and regulations included in the Employee Handbook and endorsed by the City Council in its Strategic Plan.

The attitudes, words, and actions of City employees should demonstrate, support, and reflect the principles identified in the Code of Ethics. While it is not possible to anticipate all the situations public employees may face, this Code of Ethics is designed to provide a practical framework that guides individuals as they perform their duties.

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1. In the delivery of government services, employees shall be accessible, accommodating, and responsible to the community they serve. Providing superior customer service is a tradition in Manassas and our primary purpose is serving others in a professional and courteous manner.
2. At all times during the performance of duties, employees will be respectful of others. Individuals will be valued for their uniqueness, will be treated with dignity, and can expect fair and impartial service.
3. A full measure of effort and service shall be given to the positions of trust for which stewardship has been granted. Employees shall be prudent with public resources and work toward constructive and economical solutions that are in the best interest of the community.
4. Employees are expected to be honest and forthright in their dealings with the public and one another while adhering to high standards of service and trustworthiness.
5. No person occupying a position compensated in whole or in part with money appropriated by the City Council shall engage in or conduct political activities on City property, during assigned work hours, or with the aid of City equipment.
6. Confidential information concerning the property, government or affairs of the City shall remain confidential. Employees shall not use information obtained by virtue of their position for personal gain or benefit.

7. Through teamwork, effective communication, and genuine cooperation, employees shall have the opportunity to build trust and develop confidence in one another. Each employee contributes to the success of the organization. Whenever possible, the strengths of individuals or teams may be relied upon to identify resolutions or support the goals of the City.
8. Employees of the City shall comply fully with the Commonwealth of Virginia Conflict of Interests Act (*§§ 2.2-3100 and following*) and will not take any special advantage of services or opportunities for personal gain, by virtue of their public office, which are not available to the public in general. Employees will refrain from accepting any gifts, favors, or promises of future benefits which might compromise their ability to make fair decisions or give the appearance of being compromised.
9. Recognizing that the public's business should be conducted in the public view, employees will, through their actions and performance, contribute to a strong organization that exemplifies transparency, encourages open communication, and observes the letter and spirit of the Freedom of Information Act.
10. Employees are expected to perform their duties with integrity, fulfill commitments to the community, and, within reason, deliver the best possible results.

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As an employee of the City of Manassas, I understand that ethical behavior is expected of me in the performance of my job duties. By signing below, I confirm that a copy of the Code of Ethics has been provided to me and will be placed in my personnel file.

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Signature

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Date

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Print Name