

Section 2: Employment

Policy #6: Standards of Conduct

Effective Date: July 1, 2011

I. Purpose

It is the intent of the Town of Mooresville to conduct its business in accordance with the highest standards of ethical conduct.

II. Scope

This policy shall apply to all persons holding a paid position as an employee of the Town, except the Town Manager, Town Attorney, a member of any appointed or volunteer board or committee, or any others that may be hired or appointed by the Town Board. For this purpose, and subject to the exceptions set out herein, Town employees shall be defined as those employees in departments and offices for which the Town Board serves as the final budget authority.

III. Background

None

IV. Definitions

None

V. Legislation

None

VI. Policy

It is the policy of the Town of Mooresville, that all Town employees maintain the utmost standards of personal integrity, truthfulness, and fairness in carrying out their duties, avoiding real or perceived improprieties in their roles as public servants, and never using their positions or powers for improper personal or professional gain.

VII. Provisions

A. Management Values

We exist to serve our internal and external customers, recognizing that the citizens of Mooresville are our ultimate customers. Our community provides, through the Town Board, our organizational vision. In support of the organization's vision, management provides direction and leadership. Therefore:

1. We recognize that employees are the Town's greatest asset.
2. We, as stewards of the Town's resources, complete our work in a quality-conscious, cost-effective, and expeditious manner.
3. We promote, foster, and practice empowerment and teamwork. Employees are provided with the tools to do their jobs safely and effectively.
4. We foster two-way communications with citizens and employees.
5. We communicate expectations and reward achievement.
6. We value creativity, innovation, and positive risk taking.
7. We hold ourselves and others to the highest ethical and professional standards.
8. We base decisions on facts and strive to solve problems.
9. We strive to continuously improve by developing our employees, simplifying processes, and refining systems.
10. We believe all employees participate in the management of the Town and are responsible for ensuring quality service.

B. Assistance in Determining Unethical Behavior and Making Ethical Decisions

The Town recognizes that it is not always clear what the "right" or ethical choice is, when making a decision. The following are guidelines that may assist employees in determining appropriate behavior and conduct. This list is not exhaustive.

1. Is the action lawful?
2. Is it in line with the Town's Management Values (see above)?
3. If you do it, will you feel good about what you have done?
4. How would you feel if your name was associated with the action on the front page of the newspaper?

C. Violations

Violations of the Standards of Conduct as determined by the Town may result in disciplinary action, up to and including termination.

VIII. Authorization

Approved by:

Erskine Smith
Town Manager

July 1, 2011
Date