



## City of Glendale CODE OF CONDUCT

### Conflicts of Interest

1. No employee, officer or agent of the **City of Glendale** shall participate in selection, or in the award or administration of a contract supported by U.S. Federal funds if a conflict of interest would be involved. Such a conflict would arise when (i) the employee, officer, or agent, (ii) any member of his/her immediate family, (iii) his/her partner, or (iv) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the first selected for award.
2. An employee, officers or agent of **City of Glendale** shall be careful to ensure that she/he is involved in no apparent or potential violations of this provision.

### Gifts

1. The **City of Glendale's** officers, employees or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Depending upon the circumstances, exceptions to this provision may be granted only in situations where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.
2. An employee, officer or agent of the **City of Glendale** shall be careful to ensure that she/he is involved in no apparent or potential violations of this provision.

### Administration

1. Any employee, officer or agent of the **City of Glendale**, should report violations of this Code of Conduct to his/her supervisor, or to the Director.
2. There will be no retaliation against any party who makes a good faith complaint concerning violations of this Code of Conduct, regardless of whether it is ultimately determined that such violation has in fact occurred. Nor will there be any retaliation against any party who provides information in the course of an investigation into alleged violations of this Code of Conduct.
3. All **City of Glendale** supervisors have a responsibility to be sensitive to and deal with violations of this Code of Conduct. This responsibility includes monitoring all relevant work activities and contacting a higher level supervisor or the Director, if it is reasonably believed that a violation of the Code of Conduct has occurred. Any such report shall be investigated regardless of whether a formal complaint has been made.

### Discipline

1. Any employee, officer or agent of the **City of Glendale** determined to have committed a violation of this Code of Conduct shall be subject to disciplinary action, up to and including termination.

### Dissemination

1. Any employee, officer or agent of the **City of Glendale** shall be informed of this Code of Conduct when this Code is adopted, and/or when s/he is initially retained by the **City of Glendale** and on an annual basis thereafter.