

**CITY OF PLANO POLICIES AND PROCEDURES**

200.001

**Department Name:** Human Resources  
**Procedure:** Ethics/Standards of Conduct

**Effective Date:** 5/13/1994  
**Revision Date(s):** 6/2/2005, 01/01/10

**I. Purpose**

It is the intent of the City of Plano to conduct all its business in accordance with the highest standards of ethical conduct.

**II. Policy**

All City employees should 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 City positions or powers for improper personal or professional gain.

**III. Definitions**

Authority: Article IV Code of Conduct, Sections 2-96 through 2-108, Code of Ordinances.

**IV. Values of the City of Plano**

- A. We exist to serve our internal and external customers, recognizing that the citizens of Plano are our ultimate customers.
- B. Our community provides, through the City Council, our organizational vision. In support of the organization's vision, management provides clear direction and leadership.
- C. Therefore:
  - 1. We recognize that employees are the City's greatest asset.
  - 2. We, as stewards of the City'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 risk taking.

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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 City and are responsible for ensuring quality service.

**V. Assistance in Determining Unethical Behavior and Making Ethical Decisions**

The City of Plano 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.

- A. Is the action lawful?
- B. Is it in line with the City of Plano's stated values (see above)?
- C. If you do it, will you feel good about what you have done?

**VI. Appendices**

None referenced.