

## 11.02 PROHIBITED CONDUCT

### Prohibited Conduct

Auditor's Office~~City~~ employees should avoid even the appearance of impropriety at all times. The following conduct is expressly prohibited.

- Employees shall not use their employment in any way to obtain financial gain or avoid financial detriment for the employee, their household or family members or for any business, not-for-profit organization, or other separate legal entity, which the employee or a member of the employee's household or family is associated.
- Employees shall not award business to a member of their household or family regardless of the mechanism used to provide that business. This prohibition includes the use of limited purchase orders or procurement cards to provide business to a household or family member.
- Employees shall not take any official action, the effect of which would be to the employee's private financial gain or loss, without first notifying their division manager~~bureau director~~ and immediate supervisor in writing of the actual or potential conflict of interest and obtaining approval from the City Auditor prior to taking such action. Nor shall an employee allow the purchase by the City of any goods and services from a business with which the employee is associated, except when the purchase is expressly authorized by ordinance, or as otherwise provided by City Code 5.33.070.
- Employees shall not solicit private business from fellow employees or from members of the public~~citizens~~ while on duty and/or in uniform or otherwise readily identifiable as an Auditor's Office or City employee, such as while in a city vehicle.
- Employees shall not use information received because of Auditor's Office~~City~~ employment for private gain or to avoid financial detriment if the information is confidential or not readily available to the public. Information that is public may not be readily available to the public if a special request is required to obtain the information or, special knowledge, such as that acquired as an Auditor's Office~~City~~ employee, is needed to take advantage of the information.
- No employee may solicit or receive any gift in anticipation of official action to be taken by the employee in the course of employment.
- Receipt of gifts by employees is restricted by state law and these administrative rules. See ~~HR~~ Administrative Rule 4.07 Awards, Gifts, Prizes, and Promotional Items.

No employee may directly supervise an employee who is a member of their household or an employee with whom they are romantically involved. It shall be the responsibility of the supervisor or manager to promptly disclose, in writing, the existence of the relationship to their division manager~~bureau director~~ or to the City Auditor~~Elected Official in charge in order~~ to resolve the conflict.

Adopted by Council September 21, 2005, Ordinance No. 179606

**Administrative Rule  
History**

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~~Effective September 21, 2005~~  
~~Revised July 9, 2007~~  
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~~Revised October 19, 2010~~  
~~Revised November 4, 2011~~  
~~Revised December 4, 2013~~  
~~Revised April 25, 2016~~

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