



**CITY OF BOWLING GREEN
ADMINISTRATIVE INSTRUCTION NO. 5**

ETHICS POLICY

These administrative instructions establish policy with respect to maintaining ethical work practices and procedures for employees, members of boards and commissions, and elected officials serving the City of Bowling Green.

Instructions

Policy Statement

It is policy of the City of Bowling Green to carry out its mission in accordance with the strictest ethical guidelines and to ensure that all officials and employees conduct themselves in a manner that fosters public confidence in the integrity of the City, its processes, and its accomplishments.

General Standards of Ethical Conduct

Bowling Green officials and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102 and 2921 of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts. (A copy of these laws, as defined as the Ohio Ethics Law, is provided by the City to its employees, and receipt acknowledged, as required in R.C. 102.09(D).) Officials and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety.

A general summary of the restraints upon the conduct of all officials and employees includes, but is not limited to, those listed below. No official or employee shall:

- Solicit or accept anything of value from anyone doing business with the City;
- Solicit or accept employment from anyone doing business with the City, unless the official or employee completely withdraws from City activity regarding the party offering employment, and the City approves the withdrawal;
- Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;
- Be paid or accept any form of compensation for personal services rendered on a matter before any board, commission, or other body of the City, unless the official or employee qualifies for the exception, and files the statement, described in R.C. 102.04(D);
- Hold or benefit from a contract with, authorized by, or approved by, the City, (the Ethics Law does except some limited stockholdings, and some contracts objectively shown as the lowest cost services, where all criteria under R.C. 2921.42 are met);

- Vote, authorize, recommend, or in any other way use his or her position to secure approval of an City contract (including employment or personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;
- Solicit or accept honoraria (see R.C. 102.01(H) and 102.03(H)) ;
- During public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with the City;
- Use or disclose confidential information protected by law, unless appropriately authorized; or
- Use, or authorize the use of, his or her title, the name City of Bowling Green,” or City’s logo in a manner that suggests impropriety, favoritism, or bias by the City or the official or employee;

For purposes of this policy:

- “Anything of value” includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. “Value” means worth greater than de minimis or nominal.
- “Anyone doing business with the City includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before City.

Financial Disclosure

Every City official or employee required to file a financial disclosure statement in accordance with the Ohio Revised Code must file a complete and accurate statement with the Ethics Commission by April 15 of each year. An official or employee elected, appointed, or employed to a filing position after February 15 must file a statement within ninety days of appointment or employment.

Ethics Education

Providing ethics education and information is an inherent part of good ethics governance. The Ethics Commission is available to provide educational seminars and informational materials. The Commission can be contacted at (614) 466-7090.

Assistance

The Ethics Commission is available to provide advice and assistance regarding the application of the Ethics Law and related statutes. The Commission can be contacted at (614) 466-7090. The Commission’s web site address is: www.ethics.ohio.gov. The City Attorney or the Municipal Administrator is available to answer questions involving this policy.

Penalties

Failure of any City official or employee to abide by this Ethics policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

Changes

This policy may be changed only by the Mayor of the City of Bowling Green.

 8-30-12

Richard A. Edwards Date
Mayor