



Ethics and Conduct Policy

As public servants, public officials and employees shall serve in a manner that fosters public trust, integrity, equity, and transparency. All officials and employees must be fully informed of their duty to adhere to the highest ethical standards for the most effective and efficient operation of City of Toledo government. These guidelines address conduct and work performance to prevent undue influence, conflicts of interest, favoritism, bias, and the appearance of impropriety.

All public officials and employees must perform their duties in conformity with the Ohio ethics laws, and as interpreted by the Ohio Ethics Commission, and shall not engage in prohibited conduct, which includes, but is not limited to, the following:

1. Gifts: Solicitation or acceptance of anything of value from an improper source, including, but not limited to, any person, corporation, or other party that is doing business, or seeking to do business with, regulated by, or has interests before, the City of Toledo;
2. Outside Employment: Solicitation or acceptance of employment from an improper source, unless the official or employee completely withdraws from City of Toledo activity regarding the party offering employment, and the appointing authority approves the withdrawal;
3. Conflict of Interest: Use of one's public position to obtain benefits for an official or employee, a family member, household member, or anyone with whom the official or employee has a business or employment relationship;
4. Supplemental Compensation: Payment or acceptance of any form of compensation for personal services rendered on a matter before any board, commission, or other body of the City of Toledo, unless the official or employee qualifies for the exception, and files the statement described in section 102.04 (D) of the Revised Code;
5. Public Contracts: Holding or benefitting from a contract with, authorized by, or approved by, the City of Toledo, unless otherwise permitted through statutory exception; the Ethics Laws except certain limited stockholdings and contracts objectively shown as the lowest cost services, if all criteria under Revised Code 2921.42 are met;
6. Nepotism or Influence Peddling: Voting, authorizing, recommending, or in any way using one's position to secure approval of a City of Toledo contract including employment or personal services in which an official or employee, a family member, or anyone with whom an official or employee has business or employment relationship, has an interest;
7. Honoraria: Solicitation or acceptance of honoraria, pursuant to sections 102.01(H) and 102.03(H) of the Revised Code;

8. Revolving Door or Post-Employment: During public service, and for one year after leaving public service, representing any person or entity, in any manner, before any City of Toledo body, with respect to a matter in which an official or employee personally participated while serving with the City of Toledo;
9. Confidential Information: Using or disclosing confidential information protected by law, unless appropriately authorized;
10. Use of City of Toledo Brand: Using, or authorizing the use of, one's title, the City of Toledo, or the city's acronym or logo in any way that suggest endorsement of a product or business, favoritism, bias, or impropriety by a City of Toledo official and employee; and
11. Political Activity: Public officials and employees shall not engage in political activity that is prohibited by law.
12. Yearly Training: Public Officials and employees will engage in yearly ethics training as set for by the Ohio Ethics Commission and new employees/elected officials will complete training within their first six months with the City of Toledo.

In general, it is the value and source combined that determines whether a gift, meal, ticket, entertainment, or other item is permissible or prohibited. The Ohio Ethics Commission describes gifts of "substantial value" and from an "improper source" as those that include, but are not limited to travel, meal, and lodging expenses; social event tickets and expenses; consulting fees; golf outings, season tickets to sporting events. Gifts that are not of substantial value are considered to have "nominal or de minimis" value (unless cumulative), such as promotional items or an inexpensive meal, and may be permitted even if received from an improper source provided they are not offered in return for the performance of public duties.

It is important to keep in mind that, even if permissible or when in doubt, the most appropriate course of action may be for an official or employee to pay his or her own way or decline a gift or any other item to avoid the appearance of impropriety.

Public officials or employees designated by the Office of the Mayor, with positions that involve significant administrative, financial policy, and related matters, will be required to complete and timely file a financial disclosure statement with the City Clerk and attend ethics education and training on an annual basis. Mandatory ethics education and training will be required for all City of Toledo employees.

All City of Toledo officials and employees must be provided with a copy of the current ethics policy, laws, related statutes, and administrative code. All officials and employees shall be required to sign a Pledge of Ethical Conduct that will be maintained on file in their human resource department's personnel file.

Any questions regarding ethics may be directed to the City Law Department. The Ohio Ethics Commission provides advice and guidance on ethics and can be contacted at (614) 466-7090 or found online at www.ethics.ohio.gov



PLEDGE OF ETHICAL CONDUCT

In consideration of my appointment as a public official or employee of the City of Toledo, Ohio, I hereby pledge to be familiarized and conduct myself in accordance with the current ethics policy, laws, related statutes, and administrative code, copies of which have been provided to me upon employment. Specifically, I pledge that I shall not engage in prohibited conduct which includes, but is not limited to, the following:

1. Gifts: Solicitation or acceptance of anything of value from an improper source, including, but not limited to, any person, corporation, or other party that is doing business, or seeking to do business with, regulated by, or has interests before, the City of Toledo;
2. Outside Employment: Solicitation or acceptance of employment from an improper source, unless the official or employee completely withdraws from City of Toledo activity regarding the party offering employment, and the appointing authority approves the withdrawal;
3. Conflict of Interest: Use of one's public position to obtain benefits for an official or employee, a family member, household member, or anyone with whom the official or employee has a business or employment relationship;
4. Supplemental Compensation: Payment or acceptance of any form of compensation for personal services rendered on a matter before any board, commission, or other body of the City of Toledo, unless the official or employee qualifies for the exception, and files the statement described in section 102.04 (D) of the Revised Code;
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Employee Printed Name

Classification

Employee Signature

Date