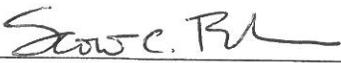




City of Riverside Administrative Manual

Effective Date: 10/2013
Review Date: 10/2016
Prepared by: City Manager

Approved:



Department
City Manager

SUBJECT:

Code of Ethics and Conduct

PURPOSE:

To establish an aspirational code of ethics and conduct for City employees.¹

POLICY:

City of Riverside employees seek to promote and maintain the highest standards of professional conduct in City government. As a Representative of the City of Riverside, I aspire to represent Riverside by being:

Respectful
Integrity-focused
Values-driven
Ethical
Responsible
Service-oriented
Innovative
Dependable
Excellent

I will also seek to promote and maintain the highest standards of professional conduct in City government; my actions will be demonstrated by aspiring:

1. To be ethical by acting in a trustworthy, truthful, and fair manner.
2. To treat the public, elected and appointed officials, and coworkers with respect.

¹ This Code is by definition aspirational and thus, may not form the basis for any action under Section III-1 of the Human Resources Policy and Procedures Manual or any other departmental disciplinary policy or procedure.

3. To be professional by applying knowledge and expertise to the City's work in a consistent, confident, competent, and productive manner.
4. To be service-oriented providing friendly, receptive, courteous, and responsive service.
5. To be fiscally responsible by considering the fiscal impact in all decisions and demonstrating proper use and care of City assets.
6. To communicate with the public, elected and appointed officials and coworkers in an open and cooperative manner in a spirit of tolerance, inclusiveness and understanding.
7. To be progressive by exhibiting a proactive, innovative approach in the conduct of the City's business.
8. To be adequately prepared for the duties of employment and work collaboratively across Departments and with outside agencies.

Distribution: Regular