

9.000 Ethics Policy

All Town personnel shall adhere to the highest of ethical standards. Any employee associated with the expenditure of public funds shall be held to the highest degree of public trust. No employee shall engage in or permit any illegal or improper purchasing practice. Further, any employee having knowledge of any questionable practices shall immediately report this knowledge to the Town Manager or Town Council President. Engaging in or permitting unethical or illegal conduct constitutes grounds for disciplinary action, including possible termination of employment and/or criminal prosecution.

A. Code of Ethics

The Town of Fishers requires that its employees adhere to the following principles and standards:

1. Give first consideration to the objectives and policies of the Town.
2. Strive to obtain the maximum value for each dollar of expenditure.
3. Grant all competitive suppliers equal consideration insofar as state or federal statute and local ordinances and internal policies permit.
4. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
5. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement or a sample of the product.
6. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
7. Foster fair, ethical and legal trade practices.

B. Purchases for Employees

The Town shall not acquire goods or services for the personal use of employees nor shall Town accounts be used to make personal purchases. Those with whom the Town does business are not expected to extend beneficial pricing privileges to Town employees but may do so at the vendor's sole discretion. (Any agreement with a vendor which offers discounts to employees must have prior approval of the Town Manager and must be extended to all employees.) These agreements shall not place the Town in the position of taking title to or being responsible for financing such purchases.

C. Gifts/Gratuities

A gift is defined as any tangible item of value, any service of value, any purchase at a price lower than that which is widely available, any favor that enhances the employee materially and any hospitality other than that permitted under paragraph D.

Employees shall not solicit, accept or agree to accept, at any time of the year, any personal gift from a supplier or competitor or prospective supplier or competitor, or any other entity with which the Town does business, which directly or indirectly benefits them. This prohibition does not apply to the acceptance of items of a general advertising nature (i.e. the item must be clearly marked with a company advertising logo), with a value of \$25 or less.

D. Meals

A meal which occurs in the pursuit of normal day-to-day business is considered a simple courtesy and is permissible. Luncheons that are a result of business discussions that extend into the lunch hour are acceptable. Luncheons that occur when an employee accepts an invitation to visit a supplier's facility and the discussions extend into the regular lunch period are acceptable.

E. Entertainment

Except as provided in paragraph D, meals and other forms of entertainment, including, but not limited to, theater tickets, tickets to sporting events, or tangible items having monetary value, shall be classified and considered gifts and therefore, all employees of the Town shall 37 avoid acceptance of such gifts. Any additional offers of hospitality from suppliers such as paid lodging, transportation, event fees, etc. shall be declined.

Invitations to functions of a general nature, rather than specific or individual nature, where the supplier sponsors and pays for clients from several companies, may be accepted. For example, if a supplier sponsors a golf outing or municipal seminar banquet dinner, then these offers may be accepted.

However employees must report all participation to the Town Manager. Any individual invitations to participate in isolated situations such as a free round of golf with suppliers shall be avoided.

F. Outside employment

Employees who engage in other employment during their off duty hours shall not be allowed to use Town equipment or facilities in connection with such employment. Further, no off duty employment can interfere with the regular duties of any employee. If it does, it may be cause for disciplinary action. The only exception to this is for Public Safety personnel who may use their uniforms, equipment, or take-home cars as part of the Public Safety presence at an event for which they are employed off duty. However, such personnel may not use any other vehicle other than their personal take-home vehicles in connection with such off duty activities.

G. Conflict of Interest

A public servant who knowingly or intentionally has a pecuniary interest in or derives a profit from a contract or purchase connected with an action by the governmental entity served by the public servant has a conflict of interest subject to disclosure. A public servant has a pecuniary interest in a contract or purchase if the contract or purchase will result or is intended to result in an ascertainable increase in the income or net worth of the public servant or a dependent of the public servant. "Dependent" means any of the following: the spouse of a public servant; a child, step-child, or adoptee (as defined in I.C. 31-3-4-1) or a public servant who is unemancipated and less than eighteen (18) years of age; and any individual more than one-half (1/2) of whose support is provided during a year by the public servant.

If an employee has a conflict of interest he/she shall disclose their conflict of interest on the prescribed form in the Clerk-Treasurer's office immediately.

If an employee has any questions as to the propriety of the situation, approval to participate should first be obtained from the Town Manager.