



Office of the Mayor
City of Columbus
Ohio

ETHICS POLICY

Because public office or employment is a public trust, and representatives of government have an obligation to revere the laws, promote the public wellbeing, and set a positive example of good citizenship by scrupulously observing the letter and spirit of all laws and administrative rules, this policy is being set forth to ensure public officials and employees of the City of Columbus are fully informed of their accountability to the public in all matters relating to the operation of government in accordance with State and City statutes, laws, or codes.

In an effort to ensure public officials and employees of the City of Columbus are duly informed of their responsibility and public accountability, the following requirements are set forth:

1. All individuals being appointed to any City position will be provided with a copy of current ethics laws, related statutes, and administrative code.
2. All individuals being appointed as directors, deputy directors, or division administrators in any City department will agree to and sign a Pledge of Ethical Conduct to be kept on file in the Mayor's Office and in their department personnel files.
3. All directors, deputy directors, and division administrators will report to the Ohio Ethics Commission anything of significant value that is of such a character as to manifest a substantial and improper influence upon the public official or employee with respect to that person's duties.
4. Directors, deputy directors, and division administrators will periodically arrange for and attend briefings on ethics sponsored by the Ohio Ethics Commission. Any new employees in these policy-making roles will attend an ethics training session as part of their orientation to the City.
5. With respect to all other employees of the City of Columbus who are not directors, deputy directors, or division administrators, these ethical requirements will also apply to the extent required by law. While such employees may not be required to file financial disclosure statements with the Ohio Ethics Commission, all City employees will at all times conduct any business on behalf of the City ethically and in conformity with any and all Ohio ethics laws, avoiding even the appearance of impropriety. These employees shall also be required to sign a Pledge of Ethical Conduct that will be maintained in their department personnel file.

Questions regarding this policy should be directed to the Human Resources Manager of an employee's department or to the City's Department of Human Resources at extension 5-7206.



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PLEDGE OF ETHICAL CONDUCT

In consideration of my appointment as a public official or employee of the City of Columbus, Ohio, I hereby pledge to familiarize myself with and conduct myself in accordance with State and City statutes, laws, or codes, copies of which have been provided to me. Specifically, I pledge the following:

1. **Disclosure:** If I am an elected official of the City of Columbus, I will complete all disclosure statements with the Ohio Ethics Commission as required by law and maintain a copy on file in my office.
2. **Conflict of Interest:** I will not use my public office or employment for my own personal benefit or for the benefit of my family, household member, or business associates.
3. **Influence Peddling:** I will not receive compensation from any source but my own department for personal services rendered on a matter before any City agency, unless I am eligible for a legal exemption and file the statement required by law.
4. **Gift:** I will not solicit or accept any thing of value if the thing of value has a substantial and improper influence upon me and the performance of my position with the City.
5. **Revolving Door:** I will not represent a private client before any City department, including my former department, on any matter which I personally participated in my official capacity.
6. **Confidential Information:** I will not disclose or use without proper authorization any information designated as confidential during my tenure with the City and post-employment with the City.
7. **Outside Compensation:** I will not solicit or accept any additional compensation, directly or indirectly for the performance of my public duties other than allowed by law.
8. **Interest in Public Contracts with the City of Columbus:** I will not have any beneficial interest, which interest accrues to me by virtue of my office or employment, in any contract with the City, or in the sale to the City of any supplies, material, service or land, except on behalf of the City as an officer or employee.
9. **Authorization of Public Contracts:** I will not vote, authorize, or otherwise use the authority or influence of my office to secure approval of a public contract in which a family member, household member, business associate or I have an interest, whether fiduciary or pecuniary.
10. **Preferment:** I will not solicit or accept for my personal or business use any thing of value in consideration of appointing, securing, preferring, or maintaining any person for public office, employment, or agency, or any benefits thereof.
11. **Political Activity:** I will not hold an office in any political organization or participate in any political activity prohibited by State and City statutes, laws, or codes.

Employee Printed Name:		Classification:	
Employee Signature:		Date:	



Columbus City Charter – Sec. 156. Political Activity

No person in the classified service shall directly or indirectly, solicit or receive, or be in any manner concerned in soliciting or receiving any assessment, subscription or contribution for any political party or political purpose whatever. No person shall orally, or by letter, solicit, or be in any manner concerned in soliciting any assessment, subscription or contribution for any political party or for any candidacy, from any person holding a position in the classified service.

Columbus City Charter – Sec. 227. Interest In Contracts Of Supplies

No officer or employee of the city shall have any beneficial interest, which interest accrues to the employee or officer by virtue of office or employment, in any contract with the city, or in the sale to the city of any supplies, material, service or land, except on behalf of the city as an officer or employee. Any willful violation of this section shall constitute malfeasance in office, and any such officer or employee shall thereby forfeit office or employment. (Adopted 11-2-82; amended 11-3-98.)

Columbus City Code – 161.05 Political Activity

No person in the classified service or listed as an unskilled laborer in the employ of the City shall directly or indirectly solicit or receive, or be in any manner concerned in soliciting or receiving any assessment, subscription or contribution for or against any political party, any candidacy for office or for the nomination therefore, any other issue at any election, or for any other political purpose whatever. No person shall knowingly whether orally, or by letter, solicit, or be in any manner concerned in soliciting any assessment, subscription or contribution for any such purpose from any person holding a position in the classified service or as an unskilled laborer.

No person in the classified service of the City or listed as an unskilled laborer in the employ of the City shall be an officer in any political organization, a candidate for an elective office or the nomination therefore, or take part in partisan politics other than to vote as he pleases and to express freely his political opinion.

Nothing in this section shall be construed to prohibit a City employee in the classified or unclassified service from circulating nominating petitions for an elective office on their own time when the candidates name for that office appears on the ballot without the name of a political party, or an elective office which is nonpartisan.

This section does not prohibit a City employee in the classified service from being a candidate for or holding the position of a member of a local school board of education, village council outside the City of Columbus, or a board of township trustees as long as:

- (a) The City employee does not solicit, directly or indirectly, campaign funding for their campaign for elective office.
- (b) The City employee does not seek or use the endorsement of a political party.
- (c) The City employee abstains from participation in matters under consideration by the local school board, village council or board of township trustees whenever a conflict of interest appears.
- (d) The City employee performs no work for the local school board, village council or board of township trustees during assigned working hours of the employee's position with the City of Columbus. (Ord. 998-89.)

Civil Service Commission Rules – E. Disqualification of Applicants and Eligibles

1. Applicants may be rejected from consideration or refused admittance to an examination, and eligibles may be disqualified or removed from an eligible or certification list, for, but not limited to, the following causes:
 - j. The individual has used, threatened to use, or attempted to use political influence in securing employment, reemployment, or promotion;