

CITY OF LONG BEACH CODE OF CONDUCT AND ETHICS

It is incumbent for every representative of the City of Long Beach to uphold the Code of Conduct and Ethics (Code). The Code was adopted by the Long Beach Ethics Commission on xxxx xx, 2021, and transmitted to the City Council for codification.

As the elected officers, staff, volunteers, and members of boards, commissions and committees for the City of Long Beach we commit to undertaking our duties with the highest moral principles, placing the public's interest above those of private entities and our own. As representatives of the City of Long Beach (City), we each pledge to uphold the following principles:

1. As a representative of the City of Long Beach, I will be ethical.

- I will be truthful and honest. I will act with integrity and demonstrate moral courage in all dealings.
- I will protect the interests of the City and those who have placed their trust in me.
- I will comply with all federal, State and City policies and procedures, as well as applicable laws and regulations.
- I will treat all colleagues, the public, stakeholders, and anyone transacting business with the City with respect and dignity.
- I will act with integrity and ensure that all completed work activities are free from bias, correct, accurate, and true.
- I will avoid even the appearance of impropriety and seek ethical guidance and immediately report a perceived Code of Conduct violation, conflict of interest, fraud, waste or misuse of City resources, and inappropriate behavior to the appropriate authority for investigation.

2. As a representative of the City of Long Beach, I will be impartial in my work activities, dealings, and transactions.

- I will act with impartiality by placing the public's trust before personal interest.
- I will be impartial, ensuring that my decisions are free of bribes, unlawful gifts, narrow political interest, or other influence.
- I will not permit financial and other personal interests to impair my judgment or action.
- I will recuse myself from the decision-making process and any activities, dealings, and transactions on behalf of the City that may relate to my personal, financial, or professional interests.
- I will adhere to all policy and procedures and contractual commitments to safeguard the City's procurement and bidding and competitive processes.

3. As a representative of the City of Long Beach, I will be transparent.

- I will disclose all personal, financial or professional interests or outside activities that may relate or influence my role or official capacity.
- I will promptly report any perceived or actual conflict of interest that may arise prior to rendering a decision, providing information or a recommendation.
- I will ensure that all work product is completed in an open manner, with the knowledge that it may be subject to public inspection and/or release.
- I will cooperate and support inquiries, reviews, audits, or other investigations that may be conducted by the City or other enforcement agencies.
- I will comply with the Brown Act and will observe all rules with respect to notice and public meetings. I will not discuss or communicate on matters to be voted on by the City Council, and/or a commission with a member of that body outside the public meeting.

4. As a representative of the City of Long Beach, I will not exploit my position of trust with the community.

- I will be accountable and fiscally responsible.
- I will protect all City assets, resources and information from loss, theft and misuse.
- I will seek guidance and abide by all applicable regulations pertaining to gifts and gratuities, including donations and honoraria.
- I will not use my position within the City to advocate for or against or leverage my position of trust on behalf of an event, organization, and/or call to action not officially endorsed by the City Council.

5. As a representative of the City of Long Beach, I will safeguard all information and data (including electronic) entrusted to my care.

- I will protect City data and information to preserve confidentiality and privacy concerning the property, personnel, or other affairs of the City.
- I will handle and safeguard all non-public and proprietary information as protected under agreement or public law.

6. As a representative of the City of Long Beach, I will always communicate openly and honestly.

- I will be accurate, courteous, civil, and honest in all my written and oral interactions with others.
- I will convey the City's care for, and commitment to, its community.
- I will listen, be approachable, open-minded, ask questions, and participate when engaged.

7. As a representative of the City of Long Beach, I will be open to change and innovation in the delivery of services.

- I will take actions to ensure all policies and procedures are developed to provide equitable and socially just programs and services for all residents.
- I will exhibit a proactive, innovative approach toward setting goals and conducting the City's business.
- I will be mindful of our community's needs and be cognizant of their experience when interacting with City services.
- I will be a role model by striving for excellence, maintaining standards, but supportive of change, the need to compromise, "thinking outside the box," toward improving the City's programs and services.
- I will promote and support innovation to enrich and transform the City's services, operations, and budget.