

VILLAGE OF ROCHESTER CODE OF ETHICS

STATEMENT OF POLICY

The Village of Rochester declares that its employees, appointed and elected officials will demonstrate the highest standards of personal integrity, truthfulness and honesty in all public and private activities in order to instill public confidence and trust. In addition, this code will promote and fortify the unique privilege employees and officials have of serving the citizens of the Village of Rochester.

CONFIDENTIAL INFORMATION

No public official will disclose privileged or confidential information of any public nature, including discussions held in closed sessions. Privileged and confidential information will be discussed with colleagues on a need to know basis only.

The Village Clerk-Treasurer is designated as the official spokesperson for the Village and should be consulted relative to the disclosure of information.

STANDARDS OF CONDUCT

The public will be served with respect, concern, courtesy, and responsiveness, recognizing that service to the public is beyond service to one's self. A public official holds his or her position as a public trust, and will not jeopardize that trust in any manner.

Each citizen's questions and concerns will be considered and responded to completely and fairly. Public officials and employees will timely perform all duties of their positions in the manner required by law.

Each public official will be treated with equal respect, courtesy and esteem by his/her employees. Employees and officials should work together in a spirit of harmony and cooperation, in spite of differences of opinion.

Public officials will maintain a healthy, safe, and harassment free workplace, conducive to productive work.

Employees will not, by act of commission or omission, obtain a dishonest advantage for themselves or for others.

The only personal gains a public official should seek are salaries, fringe benefits, respect and recognition for work rendered. Village of Rochester employees and immediate family members will reject money, gifts, favors, loans, promise of future employment, advance, service, forbearance, or anything that might be interpreted as having monetary value.

Village employees will avoid any interest or activity, which is in conflict with the conduct of official duties. Village employees will not receive any additional salary, benefits, or reimbursements of expenses for work when the employee is currently being compensated by the Village.

Village employees should refrain from excessive social contact with vendors. If work brings them into frequent contact with contractors supplying the Village, the employee or the Village should pay any related expenses.

Village officials and employees will not use Village property, facilities, or resources for private or personal gain for themselves or others. Public officials and employees will not knowingly make any entry in any account, record book, return, certificate, report or statement which is false.

PUBLIC OFFICIAL'S DUTIES

All officials and employees will devote attention to their duties, uphold the law, and conduct Village business with fairness, integrity, and professionalism, with full regard to public trust of the office.

It will be the duty of all Village employees and volunteers to comply with Wisconsin Statutes and Village Ordinances with respect to the proper and appropriate conduct of their positions.

PUBLIC OFFICIAL'S ATTITUDE

Public officials will approach Village government with a positive attitude and will constructively support open communication, creativity, dedication, and compassion. Officials will respect and support federal and state constitutions and other laws which define the relationships among public agencies, employees, clients and all citizens.

ETHIC CODE RULES

Village employees and officials will be made aware of this code, as well as the state laws on conflicts of interest and ethics, at the time of their election, employment or appointment. Incumbents will also be made aware of the code, as well as the state laws on conflicts of interest and ethics. If an action is brought against a Village official for violation of this policy, proper disciplinary action may be assessed.