

on the basis of race, color, religion, gender, national origin, age, disability, military status or any other characteristic protected by law.

The City of Lewisburg will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the City Manager. Employees can raise concerns and make reports without fear of reprisal. Employees are prohibited from engaging in any unlawful discriminatory practices or harassment involving co-workers or visitors. Anyone found to be engaging in any type of unlawful harassment and/or discrimination will be subject to disciplinary action, up to and including termination of employment as long as it does not violate federal, state or local laws.

104 Immigration Law Compliance

The City of Lewisburg is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City of Lewisburg within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the City Manager. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

105 Business Ethics and Conduct

The successful business operation and reputation of the City of Lewisburg is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of the City of Lewisburg is dependent upon our customers' trust, and we are dedicated to preserving that trust. Employees owe a duty to the City of Lewisburg and its customers to act in a way that will merit the continued trust and confidence of the public. All employees shall conduct themselves in a professional and decent manner while on duty while

operating city vehicles, and/or while wearing or displaying any item that indicates an affiliation with the City of Lewisburg.

The City of Lewisburg will comply with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the City Manager for advice and consultation. Formal complaints should be filed with the Office of the Mayor.

To avoid becoming involved or implicated in a conflict of interest or impropriety or an appearance of a conflict of interest or impropriety, all City employees shall follow the ethical guidelines as set forth below:

- a. An employee of the City shall not, except for compensation provided by the City, use his or her office or confidential information received in an official capacity for any private purpose, including, without limitation: commercial purposes, or financial gain, for himself or herself, a member of his or her immediate family, or business with which he or she is associated.
- b. City employees and members of their immediate family may not receive anything of value over \$50.00 based on any agreement, understanding, or implication that the official action of any City employee would be influenced or determined by it.
- c. A City employee, in his/her relationships with any person, may not use the power or authority of his/her office or position in a manner intended to induce or coerce another person to provide, directly or indirectly, anything of value that will accrue to the private advantage, benefit, or economic gain of the official, employee, or any other person. As used in this subsection, the term "private advantage, benefit, or economic gain" means advantage, benefit, or economic gain distinct from that of the general public or not resulting naturally from the lawful and proper performance of duties.
- d. No employee may use his/her official influence to assist any person for compensation, other than as done in the course of assigned duties and responsibilities, before a governmental body, public official, or public employee.
- e. No City employee may render or agree to provide any personal, non-official services in connection with the acquisition by any governmental body of an interest in real or personal property.

No City employee may:

- a. Share, in any way, in the compensation or in anything of value received by another person with respect to any transaction in which City employees and public officials are prohibited from engaging.

- b. Accept anything of value over \$50.00, other than compensation provided by law, for rendering services for which he or she is compensated.
- c. No City employee may retaliate against any person as a consequence of that person's having made a report of violation of this policy in good faith.
- d. No City employee or public official may knowingly and intentionally induce anyone to violate the provisions of this Handbook.
- e. No City employee may engage in any act, in addition to those listed above, which creates a conflict of interest or impropriety, or an appearance of a conflict of interest or impropriety, with the performance of his or her official duties.
- f. No employee or elected official of the City may have any financial interest in the profits of any contract, service, or other work performed by the City; or personally profit directly or indirectly from any contract, purchase, sale, or service between the City and any person or company; or personally, or as an agent, provide any surety, bail, or bond required by law or subject to approval by the City Manager. No employee may accept any free or preferred services, benefits, or concessions from any person or company that might reasonably be interpreted as an attempt to influence his/her actions with respect to City business.

Compliance with this policy of business ethics and conduct is the responsibility of every City of Lewisburg employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment as long as it doesn't violate federal, state, or local laws.

Business Interest

No employee or elected official of the City may have any financial interest in the profits of any contract, service, or other work performed by the City; or personally profit directly or indirectly from any contract, purchase, sale, or service between the City and any person or company; or personally, or as an agent, provide any surety, bail, or bond required by law or subject to approval by the City Manager. No employee may accept any free or preferred services, benefits, or concessions from any person or company that might reasonably be interpreted as an attempt to influence his/her actions with respect to City business.

106 Political Activity

An employee shall not participate in political activities while on duty and or in uniform; or use City property, equipment, or resources on behalf of, or while participating in, political activities. Notwithstanding the preceding, an employee shall: have the same right to be a candidate for, and to hold, any federal, state or local political office except for any elected office of the City of Lewisburg, and have the right to participate in political activities by supporting or opposing political parties, political candidates and petitions to governmental entities

The City Manager may grant a City employee a leave of absence to become a candidate for any office other than an elected City of Lewisburg office. If elected to a full-time position outside of