



**CITY OF BOWLING GREEN  
ADMINISTRATIVE INSTRUCTION NO. 5**

**ETHICS POLICY**

These administrative instructions establish policy with respect to maintaining ethical work practices and procedures for employees, members of boards and commissions, and elected officials serving the City of Bowling Green.

**INSTRUCTIONS**

As an organization, the City of Bowling Green conducts its business as the agent for all citizens of the community. As employees and public officials of the City, we serve as their representatives. To do our jobs properly, we must maintain the highest standards of ethical, moral, and legal principles and be free of any investment in or association with persons or organizations which might interfere, or thought to interfere, with the independent exercise of judgement necessary to insure the City's best interest.

These high standards of conduct include but are not limited to the following specific areas:

1. No City employee, or other official representing the City, shall have a financial interest in any supplier or customer, in any phase of City activities, which is of sufficient significance to constitute a conflict of interest. What is improper in any particular situation may depend on many factors, including the employee's job classification, the amount of his or her investment, and its significance to that employee, whether the investment is in securities of a publicly owned corporation traded on the open market, and in the case of supplier or customer, their size and the amount of City business transacted.

Section 2921.42 of the Ohio Revised Code prohibits public officials from having an interest in a public contract, but the statute does not apply providing the interest of such official is limited to owning shares in the corporation involved in the public contract, that those shares do not exceed five percent of the outstanding shares, and that an affidavit be filed with the City showing the exact status of the official's connection with the corporation involved in the contract.

2. No City employee, or other official representing the City, shall render any managerial, consulting, or similar services to any outside concern which does business with the City.

3. No City employee or other official shall place himself or herself under an actual or apparent obligation to anyone by accepting, soliciting or using his or her position to secure anything of value, which one might believe or suspect was given for the purpose of influencing the employee's judgement in behalf of the City. If and when a gift of substantial value is received, it should be returned to the provider, and a tactful letter should be written to the sender expressing appreciation, but requesting that the person not send such gifts in the future. If there is doubt in one's mind as to value, the gift and/or favor should not be accepted.

4. A City employee or other official may participate in and be a member of a political party of his or her choice. Soliciting or receiving contributions, assessments, or payments for any political party or candidate for public office from other City employees or other officials is prohibited.

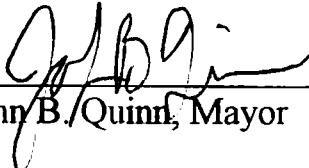
5. No employee who exercises any function or responsibilities in connection with the administration of any grant program, nor his/her immediate family defined as spouse, child, parent, grandparent, brother, sister, or any other person related by blood or marriage and is residing in the same household, shall have any interest, direct or indirect, in the proceeds of the grant, loan, or in any contract entered into by the applicant for the performance of work financed, in whole or in part, with the proceeds of the grant or loan.

6. All employees and other officials of the City, whose involvement in a grant program may cause or appear to cause an organizational conflict of interest, shall identify themselves to the City official having responsibility for grant administration and disassociate themselves from the program. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract, may, without some restrictions on future activities, result in an unfair competitive advantage to the contractor or impair the contractor's objectivity in performing the contract work.

7. City employees and other officials shall conduct their personal lives in such manner that no discredit or embarrassment is brought upon himself/herself or upon the employer.

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8. No employee shall indulge in intoxicating beverages and/or other drugs, which impair mental and physical faculties during the hours of his/her workday schedule.

  
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John B. Quinn, Mayor

February 9, 2001  
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Date

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