

## CITY OF LONG BEACH

### VALUES STATEMENT

The people of Long Beach depend on a city government that operates equitably, ethically, and transparently, and that works to promote and preserve public trust and confidence.

The City of Long Beach commits to these values:

- Accountability—the willingness to accept responsibility and account for one’s actions.
- Fairness—ensuring equity and due process.
- Impartiality—loyalty to the public good.
- Diversity—embracing histories, values, and ideas from all backgrounds, and recognizing their contribution to improving the City’s operations, services, and programs.
- Transparency—policies and procedures that are open to public observation and scrutiny.
- Integrity—the practice of being truthful, seeking truth, and adherence to the City’s values.

### CODE OF CONDUCT AND ETHICS

It is incumbent for every representative of the City of Long Beach (City) to uphold the Code of Conduct and Ethics (Code). As the elected officials, employees, volunteers, and members of boards, commissions and committees for the City, we commit to undertaking our duties with the highest ethical principles, placing the public’s interest above our own. As representatives of the City, we pledge to uphold the following principles:

**1. As a representative of the City, I will be truthful and honest.**

- I will be truthful and honest. I will act with integrity and demonstrate courage in all dealings.
- I will ensure that all completed work activities are accurate and free from bias.
- I will be accurate, courteous, civil, and honest in all my written and oral interactions with others.

**2. As a representative of the City, I will place the public’s trust before my personal interests.**

- I will be impartial, ensuring that my decisions are free of bribes, unlawful gifts, or other improper influence.
- I will not permit personal interests to impair my judgment or action.

- I will not use my position with the City for private gain, for the endorsement of any product, person or enterprise, or for private gain of relatives or friends.
- I will disclose, and if necessary, 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 outside activities.

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

- 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 disclose all personal, financial, or professional interests or outside activities that may relate to 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 offering a recommendation.
- 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. As a member of the City Council or a City board or commission, I will not discuss or communicate on matters to be voted on by the City Council, and/or a committee with a member of that body outside the public meeting in a manner inconsistent with the Brown Act commitment to transparency.

**4. As a representative of the City, I will be accountable.**

- I will comply with all federal, State, and City laws and regulations as well as applicable policies and procedures.
- I will be fiscally responsible.
- I will abide by all applicable requirements pertaining to gifts and gratuities, including donations and honoraria.
- I will adhere to all policy and procedures and contractual commitments to safeguard the integrity of the City's procurement and bidding and competitive processes.

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

- I will protect City data 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.
- I will protect all City assets, resources, and information from loss, theft, and misuse.
- I will protect the interests of the City and those who have placed their trust in me.

**6. As a representative of the City, I will support diversity and be inclusive in all my actions.**

- I will respect the diverse histories, values, and experiences represented in the City's various communities.
- I will ensure the City's diverse communities are engaged in City activities.
- I will be mindful of our community's needs and be cognizant of their experience when interacting with City 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.

**7. As a representative of the City, I will treat others with dignity.**

- I will listen, be approachable, open-minded, ask questions, and participate when engaged.
- I will treat all colleagues, the public, stakeholders, and anyone transacting business with the City with respect.
- I will convey the City's care for, and commitment to, its communities.

**8. As a representative of the City, I will embrace excellence and innovation.**

- I will be a role model by striving for excellence, maintaining standards, being open to change, recognizing the need to compromise, and always working to improve the City's programs and services.
- I will be proactive and innovative when setting goals and conducting the City's business.
- I will promote innovation that will enrich and transform the City's services, operations, and budget.

I affirm that I have read and understand the above Code of Conduct and Ethics. 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.

My signature on this form certifies that I have received and read this Code of Conduct and Ethics and that I will abide by this code:

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Name (Print)

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Signature

Date

*Situations can be unique. If you have any questions or would like to make a disclosure you may reach out to the following resources: [INSERT LIST OF TELEPHONE NUMBER/EMAIL ADDRESSES FOR THE VARIOUS REPORTING CHANNELS] Your inquiry or disclosure may be made anonymously.*