





POLICY AND PROCEDURE STATEMENT

SUBJECT COMPLIANCE STANDARDS - CODE OF ETHICS	PAGE 1 OF 5	DATE EFFECTIVE APRIL 1, 2019		
SECTION/POLICY NO. 2.06	APPROVED BY  MAYOR	SUPERSEDES VOA III-G, APRIL 11, 2006		
PREPARED BY VILLAGE ADMINISTRATOR & PERSONNEL DIRECTOR	 VILLAGE ADMINISTRATOR  PERSONNEL/BENEFITS COMMITTEE	APPROVAL DATE 3/28/2019	ISSUE DATE 4/1/2019	REVIEW DATE
REFERENCE	REVIEW APPROVED BY  PERSONNEL DIRECTOR	DISTRIBUTION LIST WEBSITE, MAYOR, COUNCIL, CLERK- TREASURER, AND VILLAGE EMPLOYEES		

SCOPE

- I. This Policy applies to Ashville Personnel, Ashville Government, and Contract Staff.

POLICY:

- I. Village of Ashville is committed, due diligence, to a policy of having Compliance Standards for ethical activities.
- II. This policy of Compliance Standards applies to every aspect of employment relationship including: recruitment, selection, placement, training, compensation, promotion, transfer, lay-off, recall, and termination.
- III. This policy also extends to every aspect of the Village of Ashville's interaction with the community of Ashville or any outside entity. The Village of Ashville operates as the agent for all citizens of the village. Therefore, we serve as their representative.
- IV. It will be the Policy that all staff for the Village of Ashville is informed concerning the Ashville Code of Ethics.
 - Village of Ashville History
 - Village of Ashville Code of Ethics.
 - Confidentiality of information.
 - Appropriate policies and procedures to the employee's position.
 - Policies and Guidelines for employees.
 - Personnel Files.
 - Emergency preparedness policies, fire evacuation procedures, and safety as it are applicable to the position.
 - Personnel work requirements.
 - Documentation.
 - Process and Employee Development.

PURPOSE:

- I. To have all Village staff maintain the highest possible ethical and moral standards and to perform within the laws of the United States, of the State of Ohio, and other rules and regulations as may be set forth by the Village of Ashville.

PROCEDURE

I. The Village of Ashville will use the seven (7) Steps Compliance Standards:

1

Code of Ethics: A statement of government ethics (philosophy).

2

Compliance Staff and Compliance Committees.

3

Screening Applicants: Verification and background checks. Monitor current employees.

4

Code of Ethics (Conduct). Compliance Training. Ethics Training.

5

Compliance Auditing: Risk assessment inventory; Forensic accounting examinations; Neutral, independent, confidential, external "HOT LINE" without fear of retribution; Ombuds office.

6

Establish disciplinary system to include types and grounds of disciplinary action. Publish disciplinary decisions if appropriate.

7

Program assessment and modification after an offense has been detected. Identification of deficiencies.

II. All staff members will be instructed on compliance standards as part of orientation and continuing education.



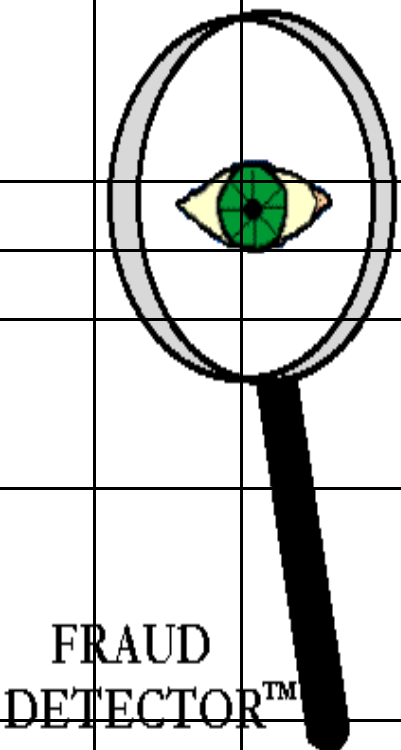
Village of Ashville



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ASHVILLE COMPLIANCE STANDARDS

Topic	Person Responsible	Date	Initials
House Document 103, 86th Congress, 1st Session - Passed by the Congress of the United States on July 11, 1958.			
Put loyalty to the highest moral principles above loyalty to persons, party, or Government department.	Village Administrator Ethics Official		
Uphold the Constitution, laws, and legal regulations of the United States, the State of Ohio, and all governments therein and never be a party to their evasion. Specifically Ohio's Ethics Law, which can be found in Ohio Rev. Code Chapters 102 and 2921.	Village Administrator Ethics Official		
Give a full day's labor for a full day's pay; giving to the performance of his/her duties his/her earnest effort and best thought.	Village Administrator Ethics Official		
Seek to find and employ more efficient and economical ways of getting tasks accomplished.	Village Administrator Ethics Official		
Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.	Village Administrator Ethics Official		
Make no private promises of any kind binding upon the duties of office, since the Government employee has no private word which can be binding on public duty.	Village Administrator Ethics Official		
Prohibitions on accepting gifts, favors, and/or gratuities from the general public, but especially from those doing business with the government. Such prohibitions address situations where the public official may use his or her position to obtain things of value.	Village Administrator Ethics Official		

Topic	Person Responsible	Date	Initials
Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.	Village Administrator Ethics Official		
Rules against conducting private business during work hours and using government facilities, equipment, or supplies for personal use.	Village Administrator Ethics Official		
Never use any information coming to him/her confidentially in the performance of governmental duties as a means for making private profit and/or harm the people that the individual was hired to serve.	Village Administrator Ethics Official		
Expose corruption wherever discovered.	Village Administrator Ethics Official		
Uphold these principles, ever conscious that public office is a public trust.	Village Administrator Ethics Official		
Nepotism, Sexual harassment, discrimination, and illegal drug and alcohol use (Ashville goal is to be a drug-free workplace) will be covered as separate policies but will be incorporated into the Ethic Standards by reference.	Village Administrator Ethics Official		
Personnel will remain impartial in the performance of their duties and to conduct themselves professionally and lawfully. Further, they must avoid favoritism, bias, and the appearance of impropriety. Section ORC 2921.42 prohibits officials from having an interest in a public contract	Village Administrator Ethics Official		
Personnel are prohibited from political activity during work hours.	Village Administrator Ethics Official		
Ethical violations are subject to the Ashville's Problem Solving Policy Chapter III E & process & Employee Development Policy Chapter III H, which is included by reference. Violations are often investigated by internal auditors, management, or the organization's human resources personnel.	Village Administrator Ethics Official		
This policy does not intend to address every situation involving ethics and employee conduct; rather, this policy is intended to provide guidance on what is generally considered acceptable and not acceptable to the organization	Village Administrator Ethics Official		

Topic	Person Responsible	Date	Initials
Personnel use a confidential reporting mechanism (e.g., hotline) by which employees may report ethics violations. In many instances. The village establishes an ethics officer or official ombudsman on such matters. Employees are protected from retaliation for reporting unethical and/or unlawful behavior. Ohio's whistle blower statute can be found in Ohio Rev. Code § 4113.52.)	Village Administrator Ethics Official		

Specific to the Village of Ashville

Topic	Person Responsible	Date	Initials
Village of Ashville History	Village Administrator Ethics Official		
Village of Ashville Code of Ethics	Village Administrator Ethics Official		
Confidentiality of information of which the use and disclosure will be governed by Ohio's Public Records Law and Ashville's Ordinances will guide.	Village Administrator Ethics Official		
Policies & Procedures and Guidelines	Village Administrator Ethics Official		
Personnel File	Village Administrator Ethics Official		
Safety Policies and Procedures	Clerk / Treasurer		
Personnel Work Items, i.e. hours, overtime, time off, etc.	Immediate Supervisor		
Anytime an employee is seeking outside employment pre-approval is required	Village Administrator Ethics Official		
Documentation Requirements	Immediate Supervisor		
Process and Employee Development	Immediate Supervisor		

Employees Signature Once Compliance Standards are completed.

Name Signature Date