



<p><b>POLICY NAME:</b></p> <p>Code of Conduct and Ethics Policy</p>	<p><b>AUTHORITY:</b></p> <p>City of Imperial</p>
<p><b>APPLICATION:</b></p> <p>All Employees</p>	<p><b>DATE APPROVED:</b></p> <p>DRAFT 10/07/25 – Pending CC Approval City Council Agenda Item PENDING</p>



**CITY OF IMPERIAL  
CODE OF CONDUCT AND  
ETHICS POLICY**

**TABLE OF CONTENTS**

I.	PURPOSE	2
II.	EMPLOYEE CONDUCT AND WORK EXPECTATIONS	2
III.	ETHICAL STANDARDS	3
	APPENDIX A: EMPLOYEE ACKNOWLEDGMENT OF RECEIPT OF CODE OF CONDUCT AND ETHICS POLICY	5



**CITY OF IMPERIAL**  
**CODE OF CONDUCT AND**  
**ETHICS POLICY**

**I. PURPOSE**

The purpose of this Code of Conduct and Ethics Policy is to set a standard of conduct for all employees of the Agency. This Code of Conduct and Ethics Policy is not intended to supersede or invalidate any statute, ordinance, or regulation.

Imperial Police Department personnel are required to follow this policy in addition to their Imperial Police Department Policy Manual. In instances where the policies conflict, Police Department staff will defer to the Imperial Police Department Policy Manual, which will supersede the City's policy in such cases.

**II. EMPLOYEE CONDUCT AND WORK EXPECTATIONS**

City of Imperial is committed to promoting a safe and healthy working environment and sets the employee conduct standard that all staff are treated in a respectful and fair manner free from disrespectful behavior. The following are examples of behavior that would be considered infractions of the City's employee conduct standards and such behavior may result in disciplinary action, up to and including termination of employment. This list is not intended to be exhaustive.

- Theft or inappropriate removal or possession of company property or the property of a fellow employee.
- Willful destruction of company property or the property of a fellow employee.
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment.
- Fighting or threatening violence in the workplace.
- Sexual or other unlawful harassment.
- Exhibiting aggressive behavior such as shouting, abusive language, threats of violence, the use of obscenities or other non-verbal expressions of aggression.
- Sabotaging another's work.
- Making malicious, false and harmful statements about others.
- Publicly disclosing another's private information.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.



**CITY OF IMPERIAL**  
**CODE OF CONDUCT AND**  
**ETHICS POLICY**

- Unauthorized disclosure of confidential information.
- Falsifying company records or reports, including one's time records or the time records of another employee.
- Disrespectful behavior such as behavior that a reasonable person would find to be demeaning, humiliating, or bullying.
- Use of this policy to make knowingly false complaint(s).

**III. ETHICAL STANDARDS**

All employees shall uphold the Constitution of the United States, the Constitution of the State of California, and the Agency's municipal code, policies and procedures.

All employees shall comply with all applicable provisions of California law governing public employees and officials, including, but not limited to, the California Political Reform Act and its provisions on gifts and conflicts of interest.

All employees shall be efficient, responsive, and honest in the performance of their duties, ensuring fair and equal treatment of all persons, claims, and transactions coming before them in their official capacities and acting with the utmost integrity in all dealings involving Agency funds, properties, and facilities.

All employees shall conduct themselves in a courteous and respectful manner at all times during the performance of their duties.

Employees are required to discharge the duties and responsibilities of their positions with professional impartiality, regardless of personal considerations, and recognizing that the public interest is their primary concern. The conduct of employees in their official capacity must be beyond reproach. Their conduct shall be such that when viewed by the reasonable person, it is a credit to the integrity of government operations.

All employees must refrain from any activity which results in any of the following:

- Use of Agency time, facilities, equipment, supplies, or other resources for private advantage or gain unless properly authorized;
- Use of official information that is not available to the general public for private advantage or gain (with or without monetary benefit); and/or
- Use of Agency authority to discourage, restrain, or interfere with any person who chooses to report potential violations of any law or regulation.

No employee shall directly or indirectly accept:



**CITY OF IMPERIAL**  
**CODE OF CONDUCT AND**  
**ETHICS POLICY**

- Private advantage, remuneration, or reward for oneself or another as a result of their Agency office, employment, or appointment;
- Financial consideration from any source other than the Agency for the performance of their official duties, except for stipends received for representatives on boards, commissions, or committees at a local, regional, or state level; or
- Employment from private interests when such employment is incompatible with the proper discharge of their official duties or may result in a conflict of interest.

No employee shall give special treatment or consideration to any individual or group beyond that available to any other individual or group.

Violations of the City's ethical standards may result in disciplinary action, up to and including termination of employment.



**CITY OF IMPERIAL  
CODE OF CONDUCT AND  
ETHICS POLICY**

**APPENDIX A  
EMPLOYEE ACKNOWLEDGMENT OF  
RECEIPT OF CODE OF CONDUCT AND ETHICS POLICY**

My signature below acknowledges that I have received my copy of the City of Imperial's Code of Conduct and Ethics Policy ("Policy") and that I have read the Policy and understand my rights and obligations under the same.

I understand that this Policy only represents the City of Imperial's current policies, procedures, rights, and obligations. Regardless of what the Policy states or provides, the City of Imperial retains the right to add, change, or delete provisions of the Policy at any time and in its sole discretion.

By signing below, I agree to abide by all provisions of the Policy. I understand that failure to fully comply with all provisions of the Policy may lead to disciplinary action, up to and including termination.

PRINT FULL NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**(RETAIN IN EMPLOYEE PERSONNEL FILE)**