

CITY OF ADRIAN
Ethics and Values Code

The City of Adrian's Code of Ethics and Values is designed to provide clear, positive statements of ethical behavior reflecting the core values of the community. The Code includes practical strategies for addressing ethical questions and a useful framework for decision-making and handling the day-to-day operations of the municipality.

The Code of Ethics and Values was developed to apply to: elected and appointed officials, including the City Commissioners, Community members, the City Administrator and City Attorney, as well as City Commissions – Planning, Zoning, Human Relations, and other sub-committees.

- To make the City of Adrian a better community, built on mutual respect and trust.
- To promote and maintain the highest standards of personal conduct among all involved in City government – elected officials, volunteers, and members of the City's boards, commissions and committees.

PREAMBLE

The proper operation of democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve. The City of Adrian has adopted this Code of Ethics and Values to promote and maintain the highest standards of personal and professional conduct in the City's government. All elected and appointed officials, volunteers, and others who participate in the city's government are required to subscribe to this Code, understand how it applies to their specific responsibilities, and practice its eleven (11) core values in their work. Because we seek public confidence in the City's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this code.

1. As a Representative of the City of Adrian, I will be ETHICAL.

In Practice, this value looks like:

- a. I am trustworthy, acting with the utmost integrity and moral courage.
- b. I am truthful, do what I say I will do, and am dependable.
- c. I make practical decisions, free of personal interests that impair my independence of judgment or action.
- d. I am fair, extending equal opportunity to all individuals, and the commission I serve.

- e. I show respect for all persons, confidences, and any and all information designated as “confidential.” I will maintain complete confidence and respect.
- f. I use my title(s) only when conducting official City business, for informational purposes, or as an indication of background and expertise, carefully considering whether I am exceeding or appearing to exceed my authority.

2. As a Representative of the City of Adrian, I will be **PROFESSIONAL**.

In practice, this value looks like:

- a. I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.
- b. I approach my job and work-related relationships with a positive attitude.
- c. I keep my professional knowledge and skills current and growing.

3. As a Representative of the City of Adrian, I will be **SERVICE-ORIENTED**.

In practice, this value looks like:

- a. I provide friendly, receptive, courteous service to everyone.
- b. I am attuned to and care about, the needs and issues of citizens, public officials, and city workers.
- c. In my interactions with constituents, I am interested, engaged, and responsive.

4. As a Representative of the City of Adrian, I will be **FISCALLY RESPONSIBLE**.

In practice, this value looks like:

- a. I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the City, especially its financial stability.
- b. I am concerned for the proper use of City assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.

- c. I make good financial decisions that seek to preserve programs and services for City residents.

5. As a Representative of the City of Adrian, I will be ORGANIZED.

In practice, this value looks like:

- a. I will act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long-term goals.
- b. I follow through in a responsible way, keeping others informed, and responding in a timely fashion.
- c. I am respectful of established City processes and guidelines.
- d. I will make every decision in a timely manner established by the government of the City.

6. As a Representative of the City of Adrian, I will be COMMUNICATIVE.

In practice, this value looks like:

- a. I convey the City's care for and commitment to its citizens
- b. I communicate in various ways that I am approachable, open-minded and willing to participate in dialog.
- c. I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.
- d. When operating in my capacity as a City Representative, I will speak to all citizens with respect.

7. As a Representative of the City of Adrian, I will be COLLABORATIVE.

In practice, this value looks like:

- a. I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- b. I work towards consensus building and gain value from diverse opinions.
- c. I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of the team..

- d. I consider the broader regional and State-wide implications of the City of Adrian's decisions and issues.
- e. I will collaborate with other city offices and groups for the benefit of the Community.

8. As a Representative of the City of Adrian, I will be PROGRESSIVE.

In practice, this value looks like:

- a. I exhibit a proactive, innovative approach to setting goals and conducting the City's business.
- b. I display a style that maintains consistent standards, but is also sensitive to the need for compromise, "thinking outside the box," and improving existing paradigms when necessary.
- c. I promote intelligent and thoughtful innovation in order to forward the City's policy agenda and City services.

9. As a Representative of the City of Adrian I will practice responsible use of SOCIAL MEDIA.

In practice, this value looks like:

- a. Dishonorable content such as racial, ethnic, sexual, religious, and physical disability slurs are not tolerated.
- b. I will not initiate or encourage negative behaviors on Social Media.

10. As a Representative of the City of Adrian I will not TOLERATE DISCRIMINATION in any form.

In practice, this value looks like:

- a. Through my own actions I will set the example for tolerance and understanding.

11. As a Representative of the City of Adrian I will BE RESPECTFUL.

In practice, this value looks like:

- a. I will practice self respect.
- b. I will exhibit strong humility.

- c. I will actively listen to my fellow officials, coworkers, and the community, showing others I respect their opinions and ideas, and perspectives.
- d. I will make good reputable choices in what I say and do.

City of Adrian
Code of Ethics and Values
Acceptance and Oath

I have read in their entirety the *City Commission Code of Ethics and Values* statement provided to me and pledge to carry out the responsibilities of my position in a trustworthy and diligent manner in accordance with the Statements.

I hereby accept the position of member for the _____ in the City of Adrian, to which I was elected or appointed.

Signature

Date