

DeKalb County Employee Ethics Pledge

As a DeKalb County employee I work on behalf of the citizens of DeKalb County. In order to foster trust and confidence with the citizens of DeKalb, I am committed to promoting integrity in DeKalb County government by placing the best interest of the County above my own financial or personal interests by complying with the following rules:

1. I will not use my position to secure special advantage or benefit for myself, my family, or other persons and will always act in a manner that does not give the perception of impropriety or results in a conflict between my personal interests and that of the County. When uncertain about the best course of action, I will seek guidance from my supervisor or the Ethics Officer.
2. I will not solicit or accept money or gifts, for myself or others, including meals, tickets, travel, entertainment, or other things of value from an outside source or contractor, vendor or supplier that does business with the County. If I receive a gift, I will seek advice from the Ethics Officer regarding whether it is acceptable or how to proceed.
3. I will use County property, vehicles, equipment, labor, and services only for official County business and not request or allow its use for the private advantage of any individual, private entity or political event.
4. I will not knowingly vote or participate in any matter in which I have a financial or personal interest and will not participate in or request any official action from the County regarding any bid, proposal, contract, or subcontract if I or my immediate family, prospective employer, or a related business entity have a financial or personal interest. I will report all personal or financial conflicts of interest to my supervisor and file a conflicts form with the Ethics Board and seek advice when necessary.
5. I will refrain from working for any business when such employment or rendering of services is incompatible with my employment with DeKalb County. I will seek advice from the Ethics Officer on any employment outside my DeKalb position if the work or services I provide are the same or similar to the work I perform for DeKalb County.
6. I will not represent myself or any individual or private interest, whether I am paid or unpaid, before any court or before any legislative, administrative, or quasi-judicial board, agency, commission, or committee concerning any contract or transaction which is or may be the subject of an official act or action of DeKalb County.
7. I agree that I will not disclose any confidential information that I learn in my official capacity as a County employee. Additionally, I will not use confidential information that I have learned from my DeKalb employment in order to benefit myself, my family or anyone else; for instance, I will not acquire an interest in any contract or transaction at a time when I believe such an interest will be affected by an official act of DeKalb County.
8. It is my responsibility as a DeKalb County Employee to report any violations of the Ethics Code that I observe or believe may be taking place. I can speak to my manager to make any

reports, but I can also speak to the Ethics Officer or make an anonymous report to the County hotline. DeKalb County will not retaliate against any person making a report in good faith.

9. I understand that the County has a two-year cooling-off period and agree that for two years after leaving DeKalb County employment I will not appear before any County agency for pay or be paid to work on any matter before the County.

I _____ acknowledge that I have received and read this pledge and agree to abide by the DeKalb County Code of Ethics. I understand that the most current copy of the Code of Ethics is at the DeKalb County Ethics website and that I can seek advice from the Ethics Officer if I need guidance on how to avoid a conflict of interest and comply with the Code of Ethics.

Signature/Department/Date