



## THE CITY OF ATLANTA

The Code of Ethics seeks to promote public trust and protect the integrity of city government by setting a standard of conduct for city officials, employees, and anyone doing business with the city. The Code is designed to ensure that decisions made by our government are made in the best interest of the citizens it serves. A government that conducts itself openly, honestly, and fairly is rewarded with the full trust of its citizens.

### WHO IS COVERED UNDER THE CODE OF ETHICS?

City Employees  
Elected Officials  
Board Members  
NPU Officers

# INTEGRITY HOTLINE 1-800-884-0911

Available 24 hours a day, 365 days a year.  
Call any time, from any location.  
You DO NOT have to give your name.



This newsletter contains a summary of key provisions in the Atlanta Code of Ethics, sections 2-801 to 2-825 of the Code of Ordinances. It is not intended as a guide in any specific situation. For questions about how these rules apply to you in a particular situation, please contact the Ethics Office.

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## Atlanta Ethics

Winter Holiday Edition



# HOLIDAY REMINDERS FOR OFFICIALS AND EMPLOYEES

**Ethics In Action**



## HOLIDAY GIFT RULE

The holiday gift rule allows city officials and employees to accept a gift on behalf of the city from prohibited sources, such as a city contractor, vendor, or customer on special occasions when the gift is:

- Perishable; of modest value; impractical to return; or shared with the public or within the office in an open area, such as a break room
- **Examples: Fruits and Sweets**
- **NO GIFT CARDS!**



## NO PERSONAL GIFTS

Employees may not accept personal gifts of cash, meals, golf, tickets, or honoraria from prohibited sources. Citizens who want to reward a city employee for excellent service may contact the employee's supervisor or write an e-mail to a department head.

## GIFTS TO THE CITY

During the holiday season, gifts may be accepted from a city contractor, vendor, or customer on behalf of a city department or agency. For example, a city vendor may donate computers to a city department. However, the donation must be disclosed on a Gift to the City Report.

## NO FREE TICKETS

Officials and employees generally may not accept free tickets or entrance to any entertainment or athletic event that is offered during the holidays because of the individual's position with the city, unless they are performing an official duty at the event. Examples of an official duty include: throwing out the first pitch at a baseball game, meeting with officials from other governments, or officially welcoming visitors at a public event on behalf of the city.



## RESTRICTIONS ON FUNDRAISING

Fundraising campaigns during the holidays should not target prohibited sources! It is important that employees do not solicit funds or gifts from companies or an individual when they know or should know that the potential donor is doing business with, or seeking business from the city or has a specific matter pending before a city department. Departments may solicit donations from prohibited sources if this is done as a request to support an event such as mass mailings or e-mail blasts.

## CHARITABLE FUNDRAISING

During the holiday season, officials and employees may not use official city letterhead or other city resources to raise funds on behalf of non-profit groups that are not affiliated with the city. Instead, they should use the letterhead of the charitable group or personal stationary in any fundraising letter on behalf of a private individual or group.



## SOLICITATIONS AMONG EMPLOYEES

Supervisors should not solicit charitable donations or campaign contributions, purchase goods or services, or engage in other financial transactions with subordinates because of the potential for abuse. Employees can ask coworkers to donate to a fundraiser or support a private charity so long as 1) city resources are not used, 2) employees do not take advantage of their positions, and 3) the transactions are not disruptive or interfere with the ability of employees to perform their work.