

TEXAS REGIONAL PLANNING COMMISSIONS COUNCILS OF GOVERNMENTS

Employee Code of Ethical Conduct

General Statement of Policy

Regional Planning Commissions/Council of Governments (COGS) are political subdivisions of the State of Texas. Employees, as public servants, will carry out their activities in a fair and legal manner avoiding actual or perceived conflicts of interest.

All staff members are expected to conduct the activities of the organization always in full compliance with the law and in honest, fair, and courteous manner. Staff members must not ask or expect contractors or others with whom the LRGVDC does business to favor the LRGVDC or the individual staff member with special treatment.

Staff members should not permit personal preferences and dislikes to affect decisions related to their duties. To do so, acts against the LRGVDC's policy which is to treat all individuals, members, potential members, contractors, and others fairly and equitably.

Enforceable Code of Conduct

The LRGVDC governing body sets policy for the organization. Staff members will reflect these policies in their oral and written statements representing the COG with the public, local government members, potential members, contractors, grantee state agencies, and federal agencies.

Each officer or employee acknowledges that his or her conduct while serving as a member of the staff is governed by this Code of Conduct. An officer may not:

1. Use his or her official authority or influence to interfere with, or affect the result of an election or nomination for office; or
2. Directly or indirectly coerce, attempt to coerce, command, or advise a local or state officer or employee to pay, lend, contribute anything of value to a party, committee, organization, agency, or person for a political purpose; or
3. Use of funds provided by the State of Texas to influence the passage or defeat of any legislative measure in the Texas Legislature or the outcome of any election.

Specifically, with reference to contracts, no officer or employee of the LRGVDC, who exercises any functions or responsibilities in the review or approval period of an undertaking or the carrying out of one of the LRGVDC's contracts, shall participate in any decision relating to that contract if the decision affects his or her personal pecuniary interest.

Staff members will not be affiliated in any way with any enterprise in competition with the LRGVDC.

Each staff member has an obligation to disclose to the Executive Director any relationship the staff member or a staff member's family has with an entity doing business with the LRGVDC.

If the Executive Director has a relationship that could be viewed as being in conflict or competition with his or her duties as Executive Director, he or she has an obligation to disclose such relationship to the governing body.

Each staff member will refrain from situations where his or her own interests are brought into conflict with that of the COG.

By signing below, each staff member acknowledges that he or she understands an employee's obligation under this code and that failure to comply with the obligations under this code constitutes grounds for termination of employment.

Employee Signature: _____ Date: _____