



City of Atlanta Employee Ethics Pledge

To assure public confidence, I am committed to promoting integrity in city government by placing the best interest of the City above my own financial or personal interests.

1. I will not use my position to secure special advantage or benefit for myself, my family, or other persons and will seek to avoid situations that may give the perception of an impropriety. When uncertain about the right thing to do, I will seek guidance from my supervisor, the Ethics Office, or the Board of Ethics.
2. I will not solicit or accept money or a personal gift, meal, ticket, travel, entertainment, or other thing of value from a prohibited source unless the gift falls within one of the 11 exceptions to the ban on gratuities.
3. I will use public property, vehicles, equipment, labor, and services only for official city business and not request or allow its use for the private advantage of any individual or private entity.
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 any bid, proposal, contract, or subcontract if I or my immediate family, employer, prospective employer, or a related business entity have a financial or personal interest.
5. I will refrain from working for any business or entering into any contract to provide goods and services to the City of Atlanta unless the business is conducted through a sealed competitive bid process.
6. I will not represent any individual or private interest for pay before any city agency or in matters adverse to the City while working as a city employee.
7. I will not hold investments, engage in outside employment, or be paid to render services for a private interest when the work is adverse to and incompatible with the proper discharge of my official duties. I will seek permission from my department head for any extra job that I have.
8. I agree that I will not disclose any confidential information that I learn in my official capacity as a city employee.
9. I agree to file my annual financial disclosure statement by the filing deadline, if I am identified as a required filer, and file any report on conflicts of interest, travel, or gifts to the City when appropriate.
10. I understand that the City has a one-year cooling-off period and agree that for one year after leaving city employment I will not appear before any city agency for pay or be paid to work on any matter in which I was directly concerned, personally participated, or actively considered, or about which I acquired knowledge while with the City.

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

Print Name

Date

Signature

Department