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**OFFICE OF THE MAYOR**

**ADMINISTRATIVE ORDER 2014-01**

**WHEREAS**, the citizens of the City of Atlanta (the "City") deserve a government that is accountable and responsible with their taxpayer dollars.

**WHEREAS**, creating a culture that prioritizes and demands ethical conduct and transparency by city officials and employees is critical to maintaining honest, responsible, efficient and effective government operations.

**WHEREAS**, the Atlanta Code of Ordinances prescribes detailed, stringent "standards of conduct" for the purpose of "protecting the integrity of the government". These standards, known as the "Code of Ethics", require that City business be performed by officials and employees acting in the best interest of the City, and mandate recusal by officials and employees who have a direct or indirect financial or personal interest. The standards provide a process for educating and advising City officials and employees about the ethics requirements and disciplining violators. (Atlanta Code of Ordinances, Chapter 2 (Administration), Article VII (Officers and Employees), Division 2 (Standards of Conduct), § 2-802).

**WHEREAS**, the standards of conduct are enforced by the Atlanta Board of Ethics and the Atlanta Ethics Officer. The duties of the Ethics Officer include "[e]ducating and training all city officials and employees to have an awareness and understanding of the mandate for and enforcement of ethical conduct and advising of the provisions of the code of ethics of the city". (§ 2-805 (d)(1)).

**WHEREAS**, the Mayor desires that every city official and employee under his supervision and direction regularly receive thorough education and training regarding the standards of conduct mandated by the City.

**NOW, THEREFORE, BY THE POWER VESTED IN ME AS MAYOR OF THE CITY OF ATLANTA**, pursuant to the City of Atlanta Code of Ordinances Section 2-182(4), it is hereby ordered as follows:

**Section 1. Scope**

This Administrative Order applies to officials and employees under the direction and supervision of the Mayor.

**Section 2. Purpose**

It is the purpose and intent of this Administrative Order to provide for mandatory training regarding the Atlanta Code of Ethics.

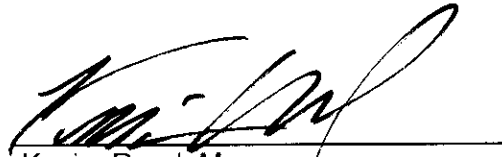
**Section 3. Expiration**

This Administrative Order shall expire upon further action by the Mayor or superseding legislation.

**Section 4. Mandatory Ethics Training**

All officials and employees who are in departments under the direction and supervision of the Mayor shall undergo a course of mandatory ethics training provided by or at the direction of the Atlanta Ethics Officer at least once every 3 years during their employment with the City. Documentation of this training will be maintained in the official employment file of these employees.

This 6<sup>TH</sup> day of August, 2014

  
Kasim Reed, Mayor

ATTESTED

  
Municipal Clerk 8/13/2014