EMPLOYEE BILL OF RIGHTS

Employee Responsibilities, Standards, & Rights regarding participation in the Investigative Processes of the Ethics Office and the Office of the Inspector General (OIG).

City of Atlanta Employees required to participate in the investigative processes have:

1. **The Responsibility to Respond Promptly**

   Employees are required to respond to requests made by the Ethics Office and the Office of the Inspector General without undue delay and no later than within three (3) days of the initial request.

2. **The Right to Receive Respectful Treatment**

   Employees have the right to receive courtesy, dignity, and respect throughout any investigative office including but not limited to the Ethics Office and the Office of the Inspector General.

3. **The Right to Fair Interaction**

   Employees have the right to fair, ethical, and professional interactions with the Ethics Office and the Office of the Inspector General.

4. **The Responsibility to Participate and Allow Participation**

   Upon notice from an employee that they have been required to participate in an Ethics Office or Office of the Inspector General investigative process, supervisors are required to allow the employee to fully participate therein, to include providing the opportunity to be interviewed during an employee's regularly assigned work hours.

5. **The Right to Communicate in Appropriate Environments and During Scheduled Work Hours**

   Employees have the right to be interviewed by the Ethics Office or the Office of the Inspector General in a City of Atlanta facility during the employee's scheduled work hours.

6. **The Right to a Representative**

   Employees have the right to have an attorney, union representative or other appropriate representation present during an interview conducted by the Ethics Office or the Office of the Inspector General.

7. **The Right to Seek Clarification**

   Employees have the right, following receipt of a notice to submit to an interview conducted by the Ethics Office or the Office of the Inspector General, to inquire whether they are the subject of an investigation, or whether they are only considered witnesses at the time of notice.

8. **The Right to Review Inquiry Details**

   Employees have the right to inquire what information is being requested in an interview with the Ethics Office or the Office of the Inspector General; and to request any data, recordings, or notes relevant thereto.

9. **The Right to Refuse Submission of Personal Property Absent the Establishment of Clear and Proper Cause**

   Employees have the responsibility to abide by the city's standard operating procedures for submitting city property related to Ethics Office or Office of the Inspector General investigations. Employees have the right to refuse submission of personal items, such as personal cell phones, computers, or tablets without clear and proper cause as well as clear proocedures related to an Ethics Office or Office of the Inspector General investigation.

10. **The Right to Appeal Or Quash Subpeona**

    Employees have the right to appeal adverse decisions, and/or quash subpoenas issued by the Ethics Office or the Office of the Inspector General.