

## Code of Ethics

This document summarizes the City of Louisville's Code of Ethics, highlighting the most frequently applicable items. This document's purpose is not to substitute the Code of Ethics and it is the employee's responsibility to read the Code of Ethics in its entirety. Failure to do so will not exempt an employee from any potential disciplinary actions as a result of directly or indirectly breaching any article in the Code of Ethics. The Code of Ethics can be found online at:  
<http://www.louisvilleco.gov/residents/city-clerk-s-office/code-of-ethics>

The following requirements shall constitute reasonable standards and guidelines for the ethical conduct of officers, public body members, and employees:

- No employee shall solicit, accept, or be granted a present or future gift, favor, discount, service or thing of value from any person involved in a contract with the City. An employee can occasionally accept a nonpecuniary gift not to exceed \$15.00 if it is not associated in any way with a contract that the employee has power or duty to perform an official action.
- No employee shall use, for personal or private gain or purposes, any information which is not available to the public and which is obtained by reason of his or her position with the City, or disclose any such information except as required by law or for City purposes.
- No employee shall engage in or accept any employment or service, other than employment by the City, if such employment or service reasonably would tend to impair the employee's independence of judgement in the performance of the employee's duties. Outside employment is allowed, with approval, if there is no conflict of interest to the City.
- No employee shall use his or her working time for the City for personal or private purposes.
- No employee shall permit the personal or private use of any City vehicle or City equipment.
- Nothing in the Code of Ethics shall preclude an employee from appearing before City Council, so long as the appearance does not concern the employee's interest.