

CHAPTER FOUR

GENERAL RULES AND REGULATIONS

A. CODE OF ETHICS

1. The proper operation of democratic government requires that public office not be used for personal gain. In recognition of this goal there is hereby established this Code of Ethics for all employees. Sworn Police Officers shall also comply with the Department Code of Ethics.
2. The Code of Ethics:
 - a. Employees have an obligation to maintain a consistently high standard of conduct in serving the public and in their relationships with fellow employees. Because of the nature and importance of the Village's activities, courtesy, honesty and integrity are essential.
 - b. All services in the Village shall be performed in an impartial manner, free of personal and political consideration.
 - c. Loyalty to fellow workers and a spirit of courteous cooperation, whether between individuals or departments, is essential in order to effectively deliver Village services. Employees shall assume the responsibility to preserve and protect Village property.
 - d. Personal information obtained through contact with citizens of the Village, or through any other source, must remain confidential.
 - e. Employees must take care to avoid any possible conflict of interest.
 - f. Employees shall not accept gifts or gratuities, except as provided for in Article II, Section H, from those firms doing business or soliciting business with the Village. It is expected that any offers of such gifts will be politely refused.
 - g. Employees are encouraged to participate in public and community affairs.

A.1. PERSONAL CONDUCT

1. Due to the nature of the positions and the job responsibilities held by Village employees, the Village may be subject to public criticism because of employees' personal conduct. Therefore, employees shall not engage in any conduct on or off duty that may tarnish the Village's image or reputation, decrease the public's confidence in the operation of its services or adversely impact the Village's ability to provide efficient or effective services.

2. Any illegal, immoral, indecent, unethical or disgraceful actions or any other personal conduct likely to decrease the public's confidence in the operation of its services, adversely impact the Village's ability to provide efficient or effective services, bring the Village into disrepute or adversely impact employee morale shall be a basis for disciplinary action, which may include termination of employment.

B. OUTSIDE EMPLOYMENT

1. While the Village of Carpentersville wishes in no way to restrict the outside activities of its employees, it recognizes the fact that for most employees holding two jobs is difficult at best and does not permit them the rest and relaxation they need to perform their primary job. Accordingly, all employees shall notify the Department Head in writing of their outside employment. The Department Head shall provide the Village Manager with a copy of said notification.
2. Regular full-time employees must recognize that their primary employment duty and responsibility is to the Village of Carpentersville and that:
 - a. Outside employment must not interfere with his effectiveness as a Village employee.
 - b. Outside employment shall not interfere with an employee's response to emergency calls.
 - c. Outside employment shall not place an employee in a position of conflict of interest with her Village employment.
 - d. Under no circumstances shall Village property be utilized by an employee for outside employment.
3. Should a Department Head subsequently determine that an employee's outside employment violates subsection (2) hereof, appropriate disciplinary action may be taken at the Department Head's discretion.
4. Police and Fire Department employees must further comply with Departmental regulations regarding secondary employment.

C. WORK HABITS

1. Transacting personal business during working hours is prohibited.
2. Any employee who is found intoxicated while on the job or under the influence of drugs or in possession of liquor or drugs on Village property, or while on duty, shall be subject to disciplinary action and/or dismissal, with such action to be taken at the Village's discretion.