



## **Town of Lovettsville Code of Ethics and Standards of Conduct**

Approved: December 14, 2017

The citizens and businesses of the Town of Lovettsville, Virginia, are entitled to have fair, ethical, and accountable local government, which has earned the public's full confidence for integrity. To this end, the Lovettsville Town Council has instituted and adopted this Code of Ethics and Standards of Conduct. This policy applies to elected officials and appointed officials, including members of the boards, commissions, and committee chairs. Similar requirements for Town staff are addressed in the Town of Lovettsville Employee Policy Manual.

All those serving in the government of the Town of Lovettsville, including elected officials and appointed officers should adhere to the following ethics and conduct standards while serving in their positions of public trust:

1. Uphold their sworn Oath of Office.
2. Comply with Federal, State and Local laws, and Town ordinances. A violation that constitutes a misdemeanor or felony should be reported under the provisions contained in the State Code for reporting such incidents.
3. Comply with all laws applying to political campaigns and elected public officials including but not limited to laws encompassing campaign finance, campaign disclosures, Freedom of Information, economic interest disclosures, land use disclosures, and Conflict of Interest matters.
4. File all required campaign and public official documents in a timely manner.
5. Provide high quality service to the public, striving for the highest level of performance to meet the needs of our residents, businesses and citizens and carry out one's responsibilities with integrity by conducting Town business in a responsible, conscientious, ethical and professional manner.
6. As a legal entity within Loudoun County, support the Town in its effort to adopt policies and programs that are in accordance with the Loudoun County's Equal Employment Opportunity Policy, and support the rights and recognize the needs of all citizens.
7. Avoid even the appearance of a conflict of interest. Disclose any personal or professional interest in any item coming before the Town Council which might be reasonably interpreted as a conflict and which might be perceived as rendering direct personal gain for oneself, one's family, or any organization in which a government member has a financial interest.

8. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit for oneself, one's family, staff, close family relation or any business in which a government member has a personal financial interest.
9. Grant no special favors or privileges to any individual or entity based on any outside influence or personal relationships.
10. Never use Town resources or Town staff who in any way is financially compensated by the Town of Lovettsville, to conduct personal business.
11. Be transparent to the greatest degree possible when conducting public business. It is recognized that conducting all business in an open meeting is not always in the best interest of the public. Adhere to the Code of Virginia and only enter Closed Session when clearly allowed by law to serve the public's interests. Do not discuss information discussed in closed session.
12. Listen courteously and attentively to all public discussions before the body and focus on the business at hand. Refrain from interrupting other speakers; making personal comments not germane to the business of the body; or otherwise interfering with the orderly conduct of meetings.
13. The Lovettsville Town Council determines the policies of the Town with the advice, information, and analysis provided by the public, boards, commissions, committees, and Town staff. The Lovettsville Town Council delegates authority for the administration of the Town to the Town Manager. Council Members, commissioners, board and committee members, and others therefore shall not interfere with the administrative functions of the Town or the professional duties of Town staff; nor shall they impair the ability of staff to implement Town policy decisions.
14. Treat the public; other Town, County and State elected officials; committee and commission members; volunteers; staff; and each other in a professional manner, with courtesy and respect. Respect each other's opinions and maintain a professional atmosphere in both public and private activities, always representing the Town with dignity and professionalism.
15. The Code of Ethics and Standards of Conduct is intended to be self-enforcing and is most effective when those serving the Town are thoroughly familiar with it and embrace its provisions. For this reason, the Code of Ethics and Standards of Conduct shall be included in the orientation for all newly elected officials and appointed officers.
16. If at any time a member of government of the Town of Lovettsville becomes aware of his or intentional or unintentional violation of this Code of Ethics, said person will immediately make that violation known to the Town Manager, who will inform the Mayor and Town Council and recommend any action, if necessary. The Town Council may impose sanctions on Town representatives whose conduct does not comply with the Town's Code of Ethics and Standards of Conduct, including an initial one-on-one meeting with the Mayor and/or Town Manager to discuss and attempt to resolve the situation. Additional actions may include censure, and where allowed by law, the Lovettsville Town Council may remove members of Town-appointed boards, commissions, or committees from office.
17. A violation of this Code of Ethics and Standards of Conduct shall not be considered a basis for challenging the validity of a Town Council, board, commission, or committee decision.

18. The Lovettsville Town Council shall annually review the Code of Ethics and Standards of Conduct and shall consider recommendations to update it as necessary.