



Town of Lovettsville
Standards of Conduct and Ethics
Approved: January 9, 2020

Recognizing that persons holding a public office have been given a public trust and that the stewardship of such office demands the highest levels of ethical, and moral conduct as well as integrity and professionalism to maintain the highest levels of public confidence in Lovettsville's government, the Lovettsville Town Council has instituted and affirmed this Code of Ethics and Standards of Conduct.

The elected and appointed officials representing the Town of Lovettsville 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. Engage in no business with the Town of Lovettsville which is inconsistent with the State and Local Government Conflict of Interest Act.
8. 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.

9. 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.
10. Grant no special favors or privileges to any individual or entity based on any outside influence or personal relationships.
11. Town resources shall only be used for official business.
12. Be transparent to the greatest degree possible when conducting public business. Adhere to the Code of Virginia and only enter Closed Session when clearly allowed by law to serve the public's interests
13. 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, staff and each other with professionalism, courtesy and respect. Respect all opinions and maintain a professional atmosphere in both public and private interaction.
15. two highest ranking Members of the Town Council (in accordance with the Council's approved Rules of Order) not involved in the violation.