



Code of Conduct for Township Officials, Appointees, and Employees

Introduction & Purpose

East Pikeland Township desires to implement a Code of Conduct, which will be applicable to all appointed Township officials, volunteers, and employees. All committees and councils of the Township shall be fully subject to the provisions of this Policy. This Policy may be revised at any time by the Board of Supervisors.

A municipal government may utilize a large swath of the community as volunteers who intermittently or regularly assist the Township with activities for no compensation. While clearly these individuals are not employees and no employment obligations are accrued to them for their public service, by association, volunteers become community leaders within the Township. Therefore, unlike the average citizen, a volunteer must uphold and respect the same core values of professional communication and behavior that would be expected of an employee.

Guidelines for Ethical Performance

Appointed township officials, staff, and volunteers shall:

1. To the best of their ability, learn and observe the Ethics laws governing the conduct of officials and employees of the municipalities of Pennsylvania.
2. Not use offensive conduct or language that creates a hostile environment, including but not limited to slurs, threats, vulgarity, and profanity.
3. Serve first the advancement of the public interest before the interest of any persons, factions or parties.
4. Abide by policies duly established by the Board of Supervisors and adhere to the standard rules and procedures relating to the performance of East Pikeland Township governmental functions.
5. Strive at all times for civil conduct in keeping with the trust and dignity vested in public service.

6. Strive to increase their knowledge and understanding of municipal government and improve their competence in the performance of the functions necessary to the operation of local government.
7. Respect all Township equipment, books, records and information.
8. Not use confidential information, to which they have access by virtue of their public office or position, to their personal advantage nor to the advantage or disadvantage of others.
9. Not make available to anyone any services, tangible or intangible, that are not equally available under the law to others and give fair treatment to all. Do not convey to any person any information or advice not generally available to the public in any transaction, negotiation or litigation to which the Township is a party.
10. Refuse personal gifts, favors, loans, services, payments and other inducements, made either directly to the official or employee or to a family member of the official or employee where there is reason to believe such gifts, favors or inducements are offered to influence their official actions in favor of the donor. Nominal token gifts including holiday food baskets, calendars, and similar items may be accepted.
11. Not use, or permit others to use, the power of public office or employment to solicit contributions from employees on behalf of any candidate for political office or any demand or infer that any Township employee should solicit contributions on behalf of any candidate for political office.
12. Not participate in unwelcome conduct based on race, sex, religion, disability, or other characteristics. It includes offensive jokes, slurs, epithets, physical assault, or threats.

Conflict of Interest

Appointed officials, volunteers, and employees cannot participate in any decision where they, their immediate family, or a business partner has a financial interest.

Social Media Use & Bright Line Distinction

Officials and volunteers who are not authorized to post official Township content shall clearly indicate that the viewpoints they express on any digital communication on online publishing platforms are their own.

For purpose of this policy, “digital communications” refers to content created by individuals using accessible publishing technologies through and on the internet. By way of example and not limited to: websites, Facebook, blogs, YouTube, Twitter, and LinkedIn.

The bright line distinction is to ensure all communications are clearly expressed as your own statements or opinions and not an official statement or position of the Township.

Further, those voluntarily appearing in images on social media should not be wearing uniforms or insignia of the Township, without the express written permission of the Township Manager. Images obtained in public view (i.e. working in the street) while wearing a Township uniform or insignia are an exception.

Example of Social Media Disclaimer: Views and posts are my own and do not necessarily represent the position or opinion of East Pikeland Township.

Penalties for Violation of this Policy

Violations of this Policy may result in removal of opportunities to volunteer or be appointed to a position with the East Pikeland Township.

Acknowledgement

I understand it is my responsibility to adhere to these codes of conduct as a volunteer or official for the Township. I understand that failing to adhere to this Policy may result in appropriate disciplinary actions up to and including termination by the Board of Supervisors. I agree to the foregoing terms of this Code of Conduct.

Date: _____ Signature: _____

PRINT NAME: _____