



OFFICE OF PERSONNEL AND LABOR RELATIONS

Ben Walsh, Mayor

CITY OF SYRACUSE

CODE OF ETHICS

All employees are required to abide by the City's Code of Ethics which is established as a local law. Any questions regarding whether or not a specific activity or conduct would be in violation of this code should be referred in advance to your department head who will refer them to the City's Board of Ethics.

Because violation of the code subjects an individual to disciplinary action (including termination) as well as criminal action, individuals are advised to obtain authorization prior to engaging in any conduct or activity which could be interpreted as being in violation of the Code.

1. General prohibition. City officers or employees shall not use their official position or office, or take or fail to take any action, in a manner which they know or have reason to know may result in a personal financial benefit for any of the following persons:
 - The City official or employee;
 - Their outside employer or business if the officer's or employee's outside employment compensation or business income would be affected by the action;
 - A relative, to a greater degree than the general public or class of individuals similarly situated.

2. Disclosure and recusal. City officers or employees shall:
 - To the extent they know or should know thereof, publicly disclose to the appropriate City officer or agency, the nature of any potential conflict of interest between their official duties with the City and any outside interest, and

City of Syracuse Code of Ethics

Page 2 of 3

- Promptly recuse themselves from any debate, discussion, decision or action on any matter before the City or agency when acting on the matter, or failing to act on the matter, could reasonably be expected to be more beneficial financially to any of the persons listed in S 12-28 (b) (1) above, than it would be to any member of the general public.
3. Revolving Door. Persons who have served as officers of employees of the City shall not, after the termination of such service or employment, appear before any board or agency of the city, nor render services on behalf of any person, firm, corporation, or association, in relation to any case, proceeding or application with respect to which the officer or employee was directly concerned or in which they personally participated during the period of their service or employment or which was under their active consideration, until the case, proceeding or application has been finally disposed of or for a period of two (2) years from the date of separation from City service or employment, whichever is earlier; nor shall the officer or employee receive or agree to receive any compensation with respect to such matter.
 4. Gifts.
 - No City officer or employee shall directly or indirectly solicit any gift, or accept or receive any gift, having a value of seventy-five (\$75) dollars or more, whether the gift is in the form of money, property, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form under circumstances in which it could reasonably be inferred that the gift was intended to influence them, or could reasonably be expected to influence them, in the performance of their official duties or was intended as a financial reward for any official action on their part.
 - This subsection shall not apply to the acceptance of free invitations to charitable fund raising events, recognition dinners, or similar community events.
 5. Confidential information. City officers or employees shall not disclose confidential information acquired by them in the course of their official duties or use such information to further their personal interests or those of the persons listed in S 12-29 (b) (1).
 6. Representation. City officers or employees shall not:
 - Receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which they are an officer, member or employee, or of any municipal agency over which they have jurisdiction, or to which they have the

City of Syracuse Code of Ethics
Page 3 of 3

power to appoint any member, officer or employee; or

- Receive, or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any other agency of the City, whereby their compensation is to be dependent or contingent upon any action by the agency with respect to such matter. This subsection (ii) shall not prohibit the representation by a City officer or employee before such other unaffiliated City agencies for fees based solely upon the reasonable value of the services rendered.