

Policies



Subject	Employee Ethics Policy
Section	Human Resources
Approved by	Marissa Madrigal, Chief Operating Officer
Approved on	March 1, 2021
Replaces	Ethical Requirements for Employees, Officers, Elected and Appointed Officials – excerpt from Metro Code 2.02.120 (2005), which was repealed in Ord. No. 16-1373; and Code of Ethics – Executive Order 66 (1997)

Policy Purpose: This policy establishes a set of ethical principles for Metro. As one ethical safeguard, Metro elected officials, employees, interns (paid and unpaid), volunteers, and appointed members of a board, committee, or commission of Metro will conform to the ethical standards described in Oregon Government Ethics Law (ORS chapter 244), and Metro Code Chapter 2.17.

Policy

- 1. Application**

This policy applies to all employees, elected officials, interns (paid and unpaid), volunteers, and appointed member of a board, commission or committee of Metro.
- 2. Definitions.** For purposes of this policy, the definitions in [Metro Code Chapter 2.17](#) and [ORS 244.020](#) apply.
- 3. Ethical Principles**
 - a. The purpose of Metro is to serve the public and public officials should treat their office as a public trust.
 - b. Policymakers place long-term benefit to the public as a whole above all other considerations, including important individuals and special interests. The public interest includes protecting the rights of under-represented minorities.
 - c. Public officials implement policies in good faith, as equitably and economically as possible, regardless of their personal views.
 - d. Whistleblowing is appropriate on unlawful or improper actions, and should be done with no threat of reprisals.
 - e. Public officials devote Metro resources, including paid time, working supplies, and capital assets, to benefit the public.
 - f. Political campaigns will not be conducted on Metro time or property. Relative federal and state statutes apply.
 - g. Public officials avoid bias or favoritism and respect cultural differences as part of decision-making.
 - h. Intervention on behalf of constituents or friends is limited to assuring fairness of procedures, clarifying policies or improving service for citizens.

- i. Open government allows citizens to make informed judgments and to hold officials accountable. Metro public officials exercise their authority with open meetings and accessible public records.

4. Ethical Requirements.

a. Conflicts of Interest.

- i. Public officials are expected to recognize the possibility of a potential or actual conflict of interest they may have, and requirements to disclose the conflict.
- ii. Public officials must comply with the requirements of ORS 244.120 and 244.130, as well as Metro Code 2.17.050 and 2.17.060, concerning actual and potential conflicts of interest. Links to these materials are included in the references section below. In addition, the Oregon Government Ethics Commission publishes "[A Guide for Public Officials](#)", which provides additional guidance.
- iii. Metro employees will complete and renew their Conflict of Interest Disclosure on an annual basis as required by the Conflict of Interest Disclosure Policy.

b. Gifts.

- i. Public officials are expected to understand the limitations on receiving or accepting gifts in state law and Metro Code, which generally limit the acceptance or offering of a gifts in excess of an aggregate value of \$50 from any single source in any calendar year.
- ii. Public officials must comply with the requirements of ORS 244.025, as well as Metro Code 2.17.025 and 2.17.030. Links to these materials are included in the references section below. In addition, the Oregon Government Ethics Commission publishes "[A Guide for Public Officials](#)" which provides additional guidance.

c. Use of Position.

- i. Public officials must not use their official position or office to obtain financial gain or avoid financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, except as provided in ORS 244.040 and Metro Code 2.17.040.
- ii. Public officials are expected to be aware of and comply with the other prohibited actions in ORS 244.040 and Metro Code 2.17.040, which include the pledge or promise of future employment, use of confidential information, and representation of clients for a fee before Metro Council.
- iii. Links to ORS chapter 244 and Metro Code 2.17 are included in the references section below. In addition, the Oregon Government Ethics Commission publishes "[A Guide for Public Officials](#)" which provides additional guidance.

References

Metro Code Chapter 2.17: Code of Ethics, Statements of Economic Interest, and Requirements for Lobbyists
ORS 244.010– 244.179 (Oregon Government Ethics Law, including gifts, prohibited use of position, honoraria, conflicts of interest, filing of statements of economic interest):

https://www.oregonlegislature.gov/bills_laws/ors/ors244.html

OAR chapter 199, division 5 (Gifts):

<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=705>

OAR chapter 199, division 20 (Statement of Economic Interest):

<https://secure.sos.state.or.us/oard/displayDivisionRules.action?selectedDivision=707>

Guide for Public Officials (2010), Oregon Government Ethics Commission:

<https://www.oregon.gov/ogec/Pages/Guide-for-Public-Officials.aspx>