



AUHR 11.01 STATEMENT OF ETHICAL CONDUCT

General

Auditor's Office employees are to treat their office as a public trust. As one safeguard for that trust, employees must conform to the ethical standards described in the [state code of ethics](#) and conduct themselves in a manner that is consistent with the [City's Code of Ethics](#). Keeping the following principles in mind will help employees avoid an ethics problem.

Employees are not permitted to receive a personal financial gain or avoid financial detriment that would not otherwise be available but for their position as a public employee.

Employees are expected to recognize the possibility of a potential or actual conflict of interest they may have and disclose the conflict, in writing, to their supervisor. The supervisor shall acknowledge the potential or actual conflict in writing, and in consultation with the City Auditor or a designee, determine whether such conflict can be resolved, if appropriate. A copy of the disclosure and subsequent acknowledgement shall be placed in the employee's personnel file.

Employees are expected to conduct themselves in a manner to avoid the appearance of impropriety. Conduct that could appear dishonest to a reasonable observer will undermine the public trust even if the conduct is not illegal.

Employees are expected to report conduct that is unethical to their supervisor, the Management Services manager, the City Auditor, the Bureau of Human Resources Business Partner assigned to the Auditor's Office, the Office of the Ombudsman or the Auditor's [OpenCity Tipline](#). See also Administrative Rule **11.03 Duty to Report Unlawful or Improper Actions**.

The standards set out in this rule create a higher standard of conduct than created by state law.

Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 11.01 Statement of Ethical Conduct.

Adopted by Council September 21, 2005, Ordinance No. 179606.

Last revised December 4, 2013.