



## City of Ellensburg Code of Ethics

Ellensburg Central Transit maintains this written code or standards of conduct that shall govern the performance of its officers, employees, board members, or agents engaged in the award and administration of contracts supported by Federal or State assistance.

This code provides that Central Transit's officers, employees, board members, or agents may neither solicit nor accept gratuities, favors, or anything of monetary value from any present or potential contractor or subrecipient. Central Transit's officers, employees, board members, or agents may accept gifts where the financial interest is not substantial, and the gift is an unsolicited item of nominal intrinsic value. Items with a value of over \$50 will not be accepted under any circumstances.

This Code of Ethics prohibits Central Transit officers, employees, board members, or agents from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain. As permitted by State or local law or regulations, violation of this code by a Central Transit officer, employee, board member or agent, or by subcontractors or subrecipients or their agents shall result in penalties, sanctions, or other disciplinary actions, up to and including discharge.

**1. Personal Conflict of Interest.** This Code of Ethics prohibits Central Transit's employees, officers, board members or agents from participating in the selection, award, or administration of a contract supported by Federal or State funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the parties set forth below has a financial or other interest in the firm or entity selected for award:

- a. The employee, officer, board member, or agent;
- b. Any member of his or her immediate family;
- c. His or her partner: or
- d. An organization that employs, or is about to employ, any of the above.

**2. Organization Conflict of Interest.** Central Transit has adopted the procedure shown below for identifying and preventing real and apparent organizational conflicts of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third-party contract may, without some restrictions on future activities, result in an unfair competitive advantage to the third-party contractor or impair its objectivity in performing the contract work.

**3. Identification and Prevention.** Upon acceptance of a position with Central Transit as an employee, officer, board member or agent, it is the responsibility of the individual to immediately disclose any potential, real or apparent conflicts of interest. It is the policy of Central Transit that all employees, officers, board members, or agents, during the course of their affiliation with Central Transit, take steps to avoid the appearance of a conflict of interest and report any potential conflict immediately to the Executive Director for appropriate action. It is the responsibility of all associated with central Transit to report any activity that is suspected to be in violation of the basic principles of this code of Ethics.