

Office of the City Auditor Oakland Employee Ethics Program



The Employee Ethics Program is based on the premise that the real power to change the City lies with the thousands of City employees who are working to deliver quality City services with pride each day. The Employee Ethics Program carves a clear path of change for City staff and managers who:

- want to be proud of their accomplishments and service as members of a team of professionals dedicated to improving the quality of life for Oakland residents;
- want to be proud of being part of a city government that honors the integrity of every employee;
- recognize the complexities of city jobs and the difficult ethical decisions employees sometimes have to make; and
- recognize the responsibility of each and every employee to speak up when he/she sees fraud, waste, or abuse of the public trust.

The Ethics Program will include the following components:

- 1) Establish an employee ethics training program for all department heads and supervisors to be completed every two years. At a minimum the training will include prohibitions on personal financial gain, personal advantage or perks, and misuse of public resources including paid time. It will also cover how to meet the public's expectations for transparency and fairness, and how to use the City Auditor's whistleblower program.
- 2) Create an on-line ethics resource center where all employees can go for information on relevant laws, regulations, City policies and procedures. Additional resources will assist employees in understanding how ethics standards apply to their day-to-day actions and how to utilize the City Auditor's whistleblower program.
- 3) Initiate an on-line survey conducted by the City Auditor to assess the City's ethical culture. The survey will be based on successful existing models and can be used to provide reassurance that the City's ethical house is in order or to identify ethical blind spots that could damage the City if left untreated.
- 4) Require department heads and supervisors to annually review the FPPC Statement of Economic Interest Forms filed with the City Clerk's office to identify any potential conflicts of interests in their departments.