Public Works Institute Code of Ethics

A set of rules/standards of morals used in all aspects of life, professional and personal. A set of personal standards used to determine right from wrong.

All members of the Public Works Institute shall work to adhere to the following set of rules:

- Do the right thing when no one is watching
- Set a good example by doing the right thing
- Treat everyone as equal
- Be honest
- Have good morals

All members of the Public Works Institute shall work to adhere to the following ethical standards:

1) I will perform my job in an ethical manner in accordance with all constitutional laws of the United States and with the dignity and trust of the general public at the forefront of my actions.
2) Shall not accept substantial gifts (product or money) with a value of $25 or greater, which is intended or has the appearance of influence or effect your duties or decisions.
3) Be honest, courteous and treat everyone fairly and do not do anything for personal gain.
4) Know the difference from right and wrong.
5) Always work towards the following standards:
   a. Trustworthy
   b. Honest
   c. Integrity
   d. Loyal
   a. Consistent/Fairness
   b. Practice what you preach
   c. Consistent
   d. Treat others with respect

All members of the Public Works Institute shall conduct themselves in such a manner as not to disgrace or discredit the organization. Be dedicated to highest ideals of honor and integrity in all public and personal relationships. Seek no favor; believe that personal gain or profit secured by confidential information or by misuse of publications is dishonest.
1. You are out plowing during a significant snow storm. It is 4:00 am and you stop at a convenience store to get some coffee and a snack. As you approach the counter the clerk tells you that the parking lot contractor does a lousy job getting to his store and sometimes the parking lot never gets plowed at all. He tells you that you can have the coffee, snacks and even take a 12 pack of an energy drink if you drop your plow and clear the lot on your way out? What do you do?
2. The City is in the final stages of a large road improvement project. The project was designed by a local engineering firm after a very competitive process to hire a firm was conducted. You are part of the team that decided to award the project to the engineering firm. Over the course of the project you have developed a friendship with members of the engineering firm. You receive a phone call one morning asking you if you would be interested in opening day tickets for the Royals as a guest of the engineering firm. What do you do?
3. Your community has been faced with several significant winter storms this year. Your salt supply is running low, certainly not enough to battle another winter storm. The residents are also starting to lose patience with battling the snow and ice during this harsh winter. Your foreman tells you that you need to take a truck and start hauling salt from a regional supplier to replenish your stockpile. The trip will take 4 hours roundtrip. As you leave, the weather forecast changes and an ice storm is said to be 5 hours away with significant ice expected. If you hurry you can make it back in time with the needed supply of salt.

When you arrive you see that there is a line of trucks waiting to be loaded with salt. You are told by other truck drivers that the wait is anywhere between 2-3 hours just to be loaded. No way you will be able to make it back in time before the next storm hits if you sit there waiting in line. As you wait one of the operators approaches you and tells you that for $100 (You have a City purchasing card with you) you can be directed to the front of the line to be loaded and on your way. This will enable you to get loaded and drive back in time before the ice storm hits. What do you do?
4. You are attending a conference with your direct supervisor that the City has paid for you to attend. During the conference your supervisor wins the door prize during lunch for a 42” TV given away by one of the sponsors of the conference. Your supervisor is surprised that he won and graciously accepts the gift.

You get back to the office after the conference and you are telling one of your co-workers about the conference and mention that your supervisor won the door prize. Your co-worker gently reminds you of the ethics policy and asks you if you think this is right? How do you respond? What do you do?
5. The street in front of your house is being paved as part of the annual street maintenance contract for the City. The superintendent on the job recognizes you one evening as you are coming home as being part of the pre-con meeting before the work started. He approaches you and you start up a general conversation. You mention to him that you have been planning to tear out and repave your driveway since it needs repaired badly. You have put it off over the years due to the cost and scheduling.

The contractor informs you that his crew can repair your driveway for only the cost of materials and it can be completed this weekend. What do you do?
6. You are a member of a five man street maintenance crew. One of the crew members, who has been working for the City for 8 years, shows up for work 2-3 days a week 15-20 minutes late. He is good friends with the foreman, they play golf and softball together on a regular basis, and therefore the foreman seems to ignore him showing up late.

This crew member also has what can be described as a bad attitude toward “management”. Whenever a decision is made or a direction is given, he always has something negative thing to say about it, never supports the decision or direction and generally causes disruption when the work needs to be done. This crew member is also very outspoken about new development going on around the City, he is very “Old School” and wants to maintain the City “as is”

There are two members of the crew that are relatively young and new to the City. They see this behavior and start taking the same tone of negativity. This behavior is obviously wearing off on the younger guys on the crew.

What do you do?