

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> CREED	<u>Regulation No:</u> 2.31	<u>Effective Date:</u> March 14, 1994
	Supersedes:	

CREED

FOR OFFICIALS AND EMPLOYEES OF THE TOWN OF VIENNA

This creed supports the Code of Ethics adopted by the Town Council in 1963. It is a charter against which you may measure your own actions and against which you will be judged by those whom you serve. Use this creed as your daily guide for the privilege of being in a position of public trust.

AS AN OFFICIAL OR EMPLOYEE OF THE TOWN OF VIENNA, I BELIEVE IT IS MY DUTY TO:

1. Put loyalty to the highest moral principles and government by law above loyalty to persons, political affiliation, or any department of the Town government.
2. Be efficient, courteous, and impartial in the performance of my duties, assuring fair and equal treatment of all persons, claims, and transactions coming before me in my official capacity.
3. Work in full cooperation with other public employees in promoting the public welfare, recognizing that my private interest must always be subordinate to the public interest.
4. Make decisions conscientiously in compliance with public law and policies of the Town Council, and subordinate my personal views to the requirements of law, my oath of office, and the regulations of the department in which I perform my public duties.
5. Be scrupulously honest in handling public funds and in the conservation of public property, never using any funds or property under my care for private benefit of myself or others.
6. Never accept or engage in employment incompatible with my public duties.
7. Refuse to represent private interest before departments of the Town government or in the courts in any matter involving the interests of the Town as a party or in which my official position is a consideration.

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8. Disclose all sources of income which may represent a substantial conflict of interest with my official duties and to disclose the nature and extent of any personal interest in a business entity engaging in any transaction with the Town in which I may be involved in my official capacity as a public official or employee.
9. Refrain from disclosing confidential information concerning the Town government.
10. Refrain from accepting gifts or favors or promise of future benefit which might compromise, or appear to reasonable people to compromise, my independence of judgment or action as a public official or employee.
11. Expose corruption wherever discovered.

APPLICABLE DOCUMENTS

None

<i>Signature of Town Manager:</i>	<i>Date:</i>
	