

**Agency Name**  
**Transit Policies and Procedures**

|                       |                |
|-----------------------|----------------|
| <b>Subject</b>        | Code of Ethics |
| <b>Section</b>        | Personnel      |
| <b>Effective Date</b> |                |
| <b>Approved By</b>    |                |
| <b>Approval Date</b>  |                |

**Purpose**

Establish a model of personal and professional behavior and maintain accountability to these standards.

**Definitions**

*Code of Ethics:* A guide of principles designed to help professionals conduct business honestly and with integrity.

**Procedure**

Develop a written Code of Ethics and display it in a prominent location at the Agency. Conduct all Agency business in accordance with the Code of Ethics to ensure professionalism, respect, and integrity.

The following items should be considered for inclusion in the Code of Ethics:

- Respect the organizational layout of the Agency and its leaders.
- Provide information for making policy decisions and implement policies adopted by the Agency.
- Conduct all tasks with positive communication, creativity, dedication, and compassion.
- Eliminate discrimination within the organization and the transit community.
- Ensure all funds are utilized in accordance with their signed agreements.
- Perform duties in a manner that inspires confidence and trust in the Agency.
- Protect privileged and confidential information acquired during official duties.
- Expect personal and professional excellence of all Agency representatives.

**Responsibilities**

The Transit Director should work with department directors to develop and display a Code of Ethics. All personnel are responsible for knowing and adhering to the Code of Ethics.