

If an employee alleges wrongdoing on the part of the City or its Council members, he/she should report this in writing directly to the City Manager or City Attorney.

Any employee faced with an **ethical uncertainty** is encouraged to seek advice and direction from his or her Department Director, the Human Resources Director, or the City Attorney's Office.

### 3. *Gifts*

Employees may not accept gifts, money, discounts or favors including a benefit to family members, friends or business associates for doing work that the City pays them to do. The exceptions to this are promotional gifts (e.g., coffee mug or letter opener with the company logo on it) or those of nominal value (i.e., does not exceed \$100 per person on a single occasion and is not greater than \$250 in any one calendar year.)

### 4. **Confidential Information**

Employees may not disclose confidential or privileged information that is exempt from disclosure under Oregon Public Record laws - ORS 192.410 to 192.505. Some examples of specific exemptions are:

- Personal Safety Exemption - ORS 192.445(1): If an individual requests in writing that a public body not disclose the phone number or address of the individual, the public body is prohibited from disclosing the information if the safety of the individual or family member would be in danger.
- Public Records Relating to Pending Litigation - ORS 192.501(1): If a public body is involved in litigation, or if litigation is reasonably likely in the future, the public records relating to the litigation are exempt from disclosure.
- Personnel Discipline Actions - ORS 192.501(2): Public records of a discipline action or materials or documents supporting that action are exempt from disclosure.

