



MEMORANDUM

TO: All Employees
FROM: Human Resources
SUBJECT: City of Clarksville Ethics Policy
DATE: April 1, 2012

Effective February 6, 2007, the City of Clarksville adopted Ordinance 72-2006-07, which is an amended version of the City's former Ethics Policy. The underlying purpose of this policy is to make sure that employees maintain a high standard of honesty, integrity, impartiality, and conduct to ensure the proper performance of Government business and maintenance of confidence by citizens in their Government.

Employees, in the context of this Ordinance, include "all fulltime and part-time elected or appointed officials and employees, whether compensated or not, including those of any separate board, council, commission, committee, authority, corporation, or other instrumentality appointed or created by the City."

The purpose of this memo is to notify all City of Clarksville employees of the content of Ordinance 72-2006-07 and to make employees aware of their duties and obligations under this Ethics Policy. Employees may access a copy of Ordinance 72-2006-07, Ethics Policy, in its entirety on the city intranet from a city computer at: <http://citysource/> or from City Code Title 1 Chapter 6, Code of Ethics, on the City of Clarksville website at www.cityofclarksville.com.

To ensure all employees are properly notified of the Ethics policy as well as their individual responsibility for compliance, each employee is required to acknowledge that they have been made aware of the contents of the Ethics Policy. Employees will be directed on how to access a copy of Ordinance 72-2006-07 in its entirety or will be provided with a copy of the Ordinance if so requested.

Your signature and return of this completed form to your supervisor certifies that you are aware of the contents of Ordinance 72-2006-07, City of Clarksville Ethics Policy. Your department head will be responsible for answering questions and providing further clarification as necessary, or you may also contact the City Attorney or Director of Human Resources directly.

Ethics Policy-Certification

My signature below certifies that I have read or had explained to me the contents of the Ethics Policy for the City of Clarksville. I also certify that if I am currently in violation, or later become in violation, of any part of this policy, I will promptly bring it to the attention of my immediate supervisor or department head. I understand that a violation of the City Code of Ethics by me may result in disciplinary action being taken against me.

Employee Signature

Date

Employee Name (PRINT LEGIBLY)