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Effective Date: June 10, 2020
Modified Date(s):

Title: Chesterfield Code of Ethics & Values
Adoption Date: June 9, 2020 by Board of Trustees

Goals of the Code of Ethics & Values:

- To make Chesterfield Township a better community, built on mutual respect and trust.
- To promote and maintain the highest standards of personal and professional conduct among all involved in Township government elected officials, Township staff, volunteers, and members of the Township's boards, commissions and committees.
- The Code of Ethics & Values is a touchstone for members of boards, commissions and committees in fulfilling their roles and responsibilities.

Summary:

The proper operation of democratic government requires that decision-makers be independent, impartial, and accountable to the people they serve. Chesterfield Township has adopted this Code of Ethics & Values to promote and maintain the highest standards of personal and professional conduct in the Township's government.

All elected and appointed officials, Township employees, volunteers, and others who participate in the township's government are required to subscribe to this Code, understand how it applies to their specific responsibilities, and practice its eight core values in their work. Because we seek public confidence in the Township's services and public trust of its decision-makers, our decisions and our work must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this code.

PREAMBLE

I. As a Representative of Chesterfield Township, I will be ethical.

In practice, this value looks like:

- i. I am trustworthy, acting with the utmost integrity and moral courage.
- ii. I am truthful, do what I say I will do, and am dependable.
- iii. I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, and financial and other personal interests that impair my independence of judgment or action.
- iv. I am fair, distributing benefits and burdens according to consistent and equitable criteria.

- v. I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so without making voting decisions.
- vi. I show respect for persons, confidences, and information designated as "confidential."
- vii. I use my title(s) only when conducting official Township business, for information purposes, or as an indication of background and expertise, carefully considering whether I am exceeding or appearing to exceed my authority.

II. As a Representative of the Chesterfield Township, I will be professional.

In practice, this value looks like:

- i. I apply my knowledge and expertise to my assigned activities and to the interpersonal relationships that are part of my job in a consistent, confident, competent, and productive manner.
- ii. I approach my job and work-related relationships with a positive attitude.
- iii. I keep my professional knowledge and skills current and growing.

III. As a Representative of Chesterfield Township, I will be service-oriented.

In practice, this value looks like:

- i. I provide friendly, receptive, courteous service to everyone.
- ii. I am attuned to, and care about, the needs and issues of residents, public officials, and township workers.
- iii. In my interactions with constituents, I am interested, engaged, and responsive.

IV. As a Representative of Chesterfield Township, I will be fiscally responsible.

In practice, this value looks like:

- i. I make decisions after prudent consideration of their financial impact, taking into account the long-term financial needs of the Township, especially its financial stability.
- ii. I demonstrate concern for the proper use of Township assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
- iii. I make good financial decisions that seek to preserve programs and services for Township residents.

V. As a Representative of Chesterfield Township, I will be organized.

In practice, this value looks like:

- i. I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short and long term goals.
- ii. I follow through in a responsible way, keeping others informed, and responding in a timely fashion.
- iii. I am respectful of established Township processes and guidelines.

VI. As a Representative of Chesterfield Township, I will be communicative.

In practice, this value looks like:

- i. I convey the Township's care for and commitment to its residents.
- ii. I communicate in various ways that I am approachable, open-minded and willing to participate in dialog.
- iii. I engage in effective two-way communication, by listening carefully, asking questions, and determining an appropriate response which adds value to conversations.

VII. As a Representative of Chesterfield Township, I will be collaborative.

In practice, this value looks like:

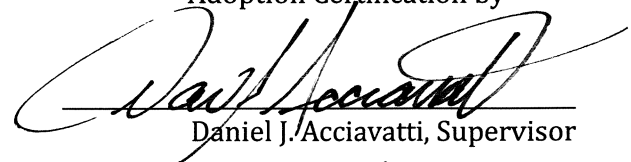
- i. I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
- ii. I work towards consensus building and gain value from diverse opinions.
- iii. I accomplish the goals and responsibilities of my individual position, while respecting my role as a member of a team.
- iv. I consider the broader regional and State-wide implications of the Township's decisions and issues.

VIII. As a Representative of Chesterfield Township, I will be progressive.

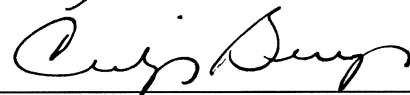
In practice, this value looks like:

- i. I exhibit a proactive, innovative approach to setting goals and conducting the Township's business.
- ii. I display a style that maintains consistent standards, but is also sensitive to the need for compromise, "thinking outside the box," and improving existing paradigms when necessary.
- iii. I promote intelligent and thoughtful innovation in order to forward the Township's policy agenda and Township services.

Adoption Certification by



Daniel J. Acciavatti, Supervisor



Cindy Berry, Clerk