

**Ald. Sue Ellingson Handout**  
**12/11/12 CCOC Meeting**  
**Re: Code of Conduct for Alders**

Representative of the City of Madison

Elected officials are expected to act responsibly and courteously in their role as a representative of the City of Madison. Elected officials:

- Will not engage in unruly, abusive, violent, bullying, or other threatening or intimidating behavior or language against any city employee.
- Will not engage in harassment or discrimination toward city employees.
- Will follow city safety practices.
- Will not engage in illegal activity while on city premises.
- Will not use city resources for political activity.
- Will use city equipment appropriately.

Workplace violence and intimidation

The City of Madison is committed to a safe work environment and to the safety and security of its elected officials and employees. Elected officials will work to ensure that employees are free from intimidating, threatening, or violent behavior while on duty. Elected officials will not engage in intimidating, threatening or violent behavior against any City employee.

Harassment and discrimination

The City of Madison is committed to providing equal employment opportunities for all persons and to providing a work environment free from harassment and discrimination. This policy applies to the official interactions of City elected officials with other City employees at the workplace and at any location that can be reasonably regarded as an extension of the workplace.

Elected officials are expected to serve as role models and to demonstrate their commitment to this policy in their everyday conduct. Elected officials are expected to take appropriate action upon observing an act of harassment or discrimination, or upon receiving a complaint of such an act. All elected officials are required to cooperate fully with any investigation into alleged violations of this policy.

Nepotism

Elected officials shall recuse themselves from voting on matters of employment, including hiring and compensation, for any employee with whom s/he has a close personal relationship.

Computer use

The Internet and e-mail, whether in-house or external, shall be used in an appropriate and professional manner at all times. Elected officials must not use City resources for political campaign purposes, including, but not limited to, using e-mail to circulate advertising for political candidates or relating to political campaign issues.

(The computer use APM is so long and detailed that perhaps it should be handed out as an addendum.)