ST. JOHN THE BAPTIST PARISH	POLICIES AND PROCEDURES		
ETHICS POLICY	ISSUED 12/26/18	REVISED	NO. Page 1 of 4
	APPROVED Natchi Robertson		

St. John the Baptist Parish (herein referred to as the "Parish") is committed to the highest standards of ethical business conduct on the part of its public servants (i.e., elected officials; officers; employees; advisory board, commission, and committee appointees; volunteers, etc.) in the performance of their duties and responsibilities, and expects all public servants to use only legitimate practices in all operations and in promoting the Parish's position on issues.

St. John the Baptist Parish:

- conducts Parish business affairs fairly, impartially, in an ethical and proper manner, and in compliance with applicable policies, laws and regulations;
- expects its public servants to use only legitimate practices in all operations and in promoting the Parish's position on issues;
- prohibits its public servants from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of St. John the Baptist Parish, violates the Louisiana Code of Governmental Ethics, or any other applicable policy, law or statute.

POLICY:

Public servants shall not engage in conduct or activity that results in or creates an appearance of:

- using public office or public position for private gain;
- giving preferential treatment to any person or entity;
- losing impartiality;
- adversely affecting the confidence of the public in the Parish.

In accordance with the Louisiana Code of Governmental Ethics, the following provisions shall apply; however, this list is not exhaustive as it is impractical to describe all situations that may avoid an actual or appearance of a conflict of interest:

- No public servant or member of his/her immediate family may accept anything of economic value (i.e., money, gift cards, or any other thing having economic value) as prohibited by the Louisiana Code of Governmental Ethics (R.S. 42:1111 – 1121) from any person or firm doing, or seeking to do, business with the Parish. For purposes of this policy, "immediate family" includes the employee's children, spouses of children, brothers, sisters, spouses of his brothers and sisters, parents, spouse, and the parents of his spouse as defined by the Louisiana Code of Governmental Ethics (R.S. 42:1102).

- No public servant may give, offer, or promise, directly or indirectly, anything of value to any representative or any entity in connection with any transaction or business that St. John the Baptist Parish may have.

Additional types of conduct and transactions prohibited by the Louisiana Code of Governmental Ethics are outlined in the General Prohibitions section (R.S. 42:1111 – 1121) of the Code.

Any conflict or potential conflict of interest must be disclosed to the St. John the Baptist Parish Administration. Failure to do so may result in discipline, up to and including termination. Questions or concerns regarding ethics violations may be directed to the respective Department Head, Director of Human Resources, Chief Administrative Officer or Chief Financial Officer. Likewise, actual or suspected ethics violations may be reported through this same mechanism.

VIOLATIONS:

Reports of ethics violations or potential violations shall be investigated by the Parish and/or reported to the Louisiana Board of Ethics. Violations of this policy shall subject an offending Parish employee to discipline. Additionally, violation of the Code of Governmental Ethics or other applicable state laws by any Parish public servant may result in fines, penalties, or other punishment allowable under state laws.

Retaliation against anyone who uses Parish mechanisms to raise genuine concerns regarding ethical conduct, who report actual or suspected ethics violations, or who participates in an investigation regarding ethics violations is expressly prohibited.

APPLICABILITY:

All public servants are responsible for:

- avoiding any action which presents an actual or appearance of a conflict of interest;
- adhering to the provisions of this policy and all other applicable laws and regulations; and
- immediately reporting actual or suspected ethics violations.

Parish vendors, customers, contractors, etc., are also expected to comply with applicable policies, laws or regulations pertaining to ethical business conduct.

TRAINING REQUIREMENTS:

Public servants and elected officials are required to take one (1) hour of training per calendar year on the Code of Governmental Ethics pursuant to LA R.S.42:1170A. Elected officials are additionally required to receive one (1) hour of training per term of office on the Campaign Finance Disclosure Acts.

Failure to satisfy the training requirement(s) shall subject the public servant to potential fines imposed by the Louisiana Board of Ethics.

The Parish's Department of Human Resources (or designee) shall monitor periodically during each calendar year compliance with the training requirements.

CHANGES TO POLICY

Minor changes including typos, numbering, formatting, etc., can be made administratively and as needed without Council approval.

ETHICS POLICY

ACKNOWLEDGEMENT

ST. JOHN THE BAPTIST PARISH reserves the right to rescind or modify these guidelines, policies, practices or procedures as it deems necessary.

I, _____, have read and understand the above statement. I
(printed name)

have received a copy of the Parish's Ethics Policy and agree to abide by these rules and regulations. I also understand that as a public servant, I am also subject to the provisions of the Louisiana Code of Governmental Ethics.

_____ _____
Signature Date

- ☐ Employee
- ☐ Officer (CAO; CFO)
- ☐ Elected Official
- ☐ Board/Commission/Committee Appointee _____
  Name of Board/Commission/Committee