



**Office of Internal Audit
Monthly Internal Control Tip**

Ensure that activities, actions, and decisions as a department, agency, and individual are guided by a high standard of ethical conduct.

“Ethics is knowing the difference between what you have a right to do and what is right to do.” – Potter Stewart

At Louisville Metro Government (LMG) cultivating an ethical culture is a top priority. Ethics is formally defined as, “rules of behavior based on ideas about what is morally good or bad.” However, LMG provides a more objective definition for ethical behavior in LMG’s Standards of Ethical Conduct. LMG employees, agencies, and departments are expected to exhibit behavior that is guided by, “honesty, integrity, leadership, teamwork, and responsiveness.” The complete Standards of Ethical Conduct can be found in Personnel Policies 1.5 through 1.7. This Monthly Internal Control Tip is intended to give an overview of your responsibilities as a public employee as defined in the LMG’s Standards of Ethical Conduct.

Ethics: Responsibility as a Public Employee.

- LMG employees should not take action that might result in or create the appearance of unethical behavior(s). Examples of such unethical behavior includes, but is not limited to, the following:
 - Using the public office or position for private gain
 - Giving preferential treatment to any person
 - Impeding government efficiency or economy
 - Losing independence or impartiality
 - Making Louisville Metro Government decisions outside official channels
 - Adversely affecting the confidence of the public in the integrity of the government
- LMG employees should not knowingly promote, encourage *or* engage in, or publicly endorse, condone, or advocate conduct **on or off duty** any activities which involves the following:
 - Harassment
 - Intimidation
 - Terroristic threatening of any person or group
 - The use of force, violence, or other terroristic or paramilitary tactics or methods to achieve social or political ends
- LMG employees should not knowingly become a member of or otherwise join, affiliate, or associate himself/herself with any individual, group, club, society, or organization or any type whose goals, objectives, aims, or activities involve conduct described above.
- For a complete listing of Ethical Responsibilities see Standards of Ethical Conduct 1.5(1) through 1.5(4)

Unethical activity can be reported to the Louisville Metro Ethics Tipline by way of one of the following methods:

Via Telephone: 1-888-226-2264

Via Online Reporting: [Louisville Metro Government’s Web Reporting System](#)

This tip brought to you by the Office of Internal Audit. Previous Monthly Internal Control Tips can be found on the Office of Internal Audit’s webpage, located [here](#).