

IntegrityWorks

The Newsletter

Office of the
Chief Integrity Officer

NOVEMBER 2014

It's Integrity Week!

November 17–21, 2014

The City of Philadelphia is hosting its first Integrity Week from November 17 to 21, 2014. Integrity week is an opportunity to share with City employees the importance of ethics and compliance and highlight the work of various City agencies responsible for promoting and enforcing the City's public integrity laws. You may be wondering why is it important to celebrate ethics? It's important because an ethical culture is each person's responsibility as a City employee. By building awareness and shining a light on the work that we all do, we work collectively to strengthen our

Integrity Week

Schedule of Events

<p style="text-align: center;"><u>Tuesday</u></p> <p style="text-align: center;">Lunch & Learn with the State Ethics Commission <i>Snacks available!</i> November 18, 2014 12 p.m. MSB, 14th Fl., Rm. 1450</p> <p style="text-align: center;"><u>Wednesday</u></p> <p style="text-align: center;">1. Ethics Board Meeting November 19, 2014 1 p.m., One Parkway Bldg., 18th Fl.</p> <p style="text-align: center;">2. Twitter Chat - #PHLIntegrity 3 p.m. <i>ask Integrity questions</i></p>	<p style="text-align: center;"><u>Thursday</u></p> <p style="text-align: center;">Panel Discussion <i>Moving from the "Corrupt and Contented" Label to a Model for Ethics Reform</i> November 20, 2014 5 p.m., City Hall, 2nd Fl., Rm. 202</p> <p style="text-align: center;"><u>Friday</u></p> <p style="text-align: center;">Interactive Coffee House <i>Bring your mobile device for this session. Coffee and pastries available!</i> November 21, 2014 9:30 a.m., MSB, 16th Fl., Innovation Lab</p>
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ethical foundation.

There are many ways that you can get involved. You can attend one of the [events during the week](#). Departments with the most employees participating in the week's events will be honored in the next issue of the IntegrityWorks

newsletter. You can also take our brief survey. The [survey](#) will gauge employees' understanding of and attitudes about the City's ethics requirements. To help sweeten the deal we are NOT giving out cash, but we will raffle off Mayor's Box tickets to a Flyers

game. Fill out the survey and be entered into the raffle. It's that easy.

We also ask that you provide us with feedback about Integrity Week and help spread the word to your colleagues.

And, don't forget that every week should be filled with integrity!

A Day in the Life of the Chief Integrity Officer

By Hope Caldwell



Recently a friend asked me, "What do you do all day besides act like a Debby Downer telling people 'no'?" Truthfully, I do provide quite a few negative responses, but for the most part they are based on a rational interpretation of the rules. And while I answer lots of questions about gifts because of the [executive order on gifts](#), it's not the only part of my day.

Each day is definitely varied but I

could find myself visiting a department's staff meeting, or presenting at the conformance manager's meeting regarding a newly developed tool for communicating with vendors. Mix in a few phone calls and emails from folks not sure about the political activity regulation, or how to ask for sponsorships and donations to a public event, and I try to maintain some focus on long term projects like developing a pilot project policy and a new Mayor's financial disclosure form. But at the end of the day, I strive to return calls

and emails within 24 hours even if I don't have the exact answer. Sometimes the answer requires a little digging on the Ethics Board website or a discussion with the Law Department about the next steps in vendor contract protest.

Sometimes, I will refer people to the [Ethics Board](#) or the [Inspector General](#). The bottom line is that my office is here to help you navigate the rules while getting your business needs met. And the answer isn't always "no". Let me know how we can help!



Did You Know?

- * The Office of the Chief Integrity Officer has met with over 1,500 City employees in the past 9 months! Have an upcoming staff meeting? Let us know! We can stop by and provide your staff with quick reminders about the City's ethics requirements.
- * The City recently launched the Open Contract Data site, which provides info on who the City contracts with and how much those contracts are worth. Visit the [website](#).
- * Financial disclosure forms for elected officials, the Mayor and his Cabinet, along with their direct reports, can now be found and searched [online!](#)

"There is no such thing as a minor lapse of integrity."

- Tom Peters

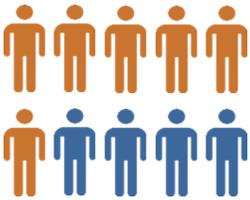
LET'S GET ETHICAL!

The Office of the Chief Integrity Officer is available to conduct small group workshops with your staff about the real-world ethical dilemmas they are facing in their work. Contact our office to schedule a workshop today!
integrity@phila.gov

Visit Our Website

[www.phila.gov/
integrityworks](http://www.phila.gov/integrityworks)

ETHICS INFOGRAPHIC



Six in Ten

Government employees saw at least one form of misconduct in the past twelve months

Source: National Government Ethics Survey, 2007. Ethics Resource Center

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Bah Humbug! Gifts rules still apply

With the holidays fast-approaching, it's customary to exchange gifts as an expression of goodwill. However, the Chief Integrity Officer wants to remind City employees that the acceptance of such gifts from people or businesses who deal with you, as a City employee, likely violate the [Mayor's Executive Order 03-11](#).

Here are 5 things you should know about the Executive Order on Gifts 03-11.

1. It applies to all Mayor's Administration employees (e.g., exempts, civil service employees, even the Mayor, himself).
2. It bans gifts of ANY value, with limited exceptions, offered to you by a prohibited source (e.g., vendors).
3. In addition to gifts, you cannot solicit or accept gratuities or other tokens of appreciation (e.g., invitations to holiday parties).
4. If you've received a gift from a friend, it is prohibited if that friend has an interest in City business that you could affect or if they are seeking official action from you.
5. Before accepting a "Gift to the City" ensure you get advice from the Chief Integrity Officer and get your supervisor's approval in writing.

Headlines to Keep Your Name Out Of..

In case you are unsure what behavior might meet the 6 o'clock news test (will I want my actions or inaction to end up on the 6 o'clock news?), here are recent headlines of government employees and vendors not doing the right thing.

[Pennsylvania Officials in Porn Email Scandal Named by Attorney General](#)

September 2014 - PA Attorney General, Kathleen Kane, named several top state officials who received pornographic emails on government computers. The list

In case you didn't know...

The City has its own [social media](#) and [email](#) policies.

includes current and former state officials, all of whom served under Governor Tom Corbett.

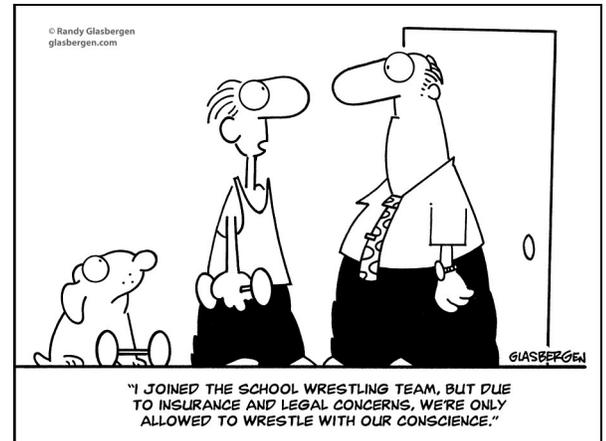
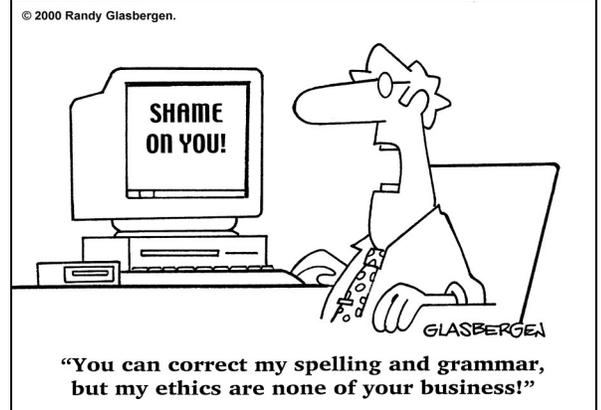
[Airmatic Faces Fraud Charges](#)
June 2014 - Airmatic, Inc., a City contractor, was charged by the U.S. Attorneys Office in Philadelphia with one count of mail fraud for allegedly defrauding the City of Philadelphia of thousands of dollars. Airmatic is accused of

submitting false invoices to conceal off-contract products it was providing to the City.

[PWD Worker On the Clock, Off the Job](#)

May 2014 - Fox 29 reported on a 45-year veteran of the City's Water Department who was skimming time off of his daily timesheets. Cole's investigators followed the employee on multiple days noting that he returned home anywhere between 30-60 minutes earlier than what was reported on his timesheet. The employee retired after the report aired.

CARTOON CORNER



Complete Our Survey by November 21, 2014 at 5 p.m.

Start the survey [here](#) or go to

www.surveymonkey.com/r/copethicssurvey2014