

IntegrityWorks

The Newsletter

Office of the
Chief Integrity Officer

MAY 2015

Go VOTE, but Know the Political Activity Rules

By Stephanie Tipton

Newsflash! It is election season in the City of Philadelphia. Did you know there are political activity restrictions that apply to you as a City employee? The Board of Ethics [Regulation 8](#) provides guidance to City employees and members of City boards and commissions on what is prohibited and permissible political activity under the City's political activity rules. For example, did you know that you can post a candidate's lawn sign at your home but you cannot Tweet a link to a candidate's fundraising page



even from your personal Twitter account? While these are just two examples taken directly from Regulation 8, as a City employee it's important for you to familiarize yourself with the political activity rules and to get advice from the **Board of Ethics** if you are unsure of how these rules may apply to a particular situation. Violation of the City's political

activity requirements can lead to fines and possible dismissal from City employment. It's also important to keep in mind that many campaigns may seek input on platforms from City departments. Get advice before you engage with any political campaign in this manner.

The good news? There are multiple avenues to seek advice from the Board of Ethics before you engage in any sort of political activity. You can request advice [online](#), or by calling them directly at (215) 686-9450.

My Time At Integrity Week

By Jane Baker

As the newly appointed **Integrity Officer** for the Health Department, I was "volun-told" to attend an Integrity Week event. I thought, "Let me just go to one of these events and get it out of the way." But by the end of the week I was pleasantly surprised by how much fun I had.

On Monday, I used the link in the email to complete the **Ethics Survey** and read the *IntegrityWorks* Newsletter. On Tuesday, I attended the Lunch and Learn session with the State Ethics Commission, and on Wednesday, one of my peers and I attended the Ethics Board meeting.

I joined friends at Thursday's

Jane Baker is the Chief of Staff and Integrity Officer for the Health Department. To find out who your Integrity Officer is, contact the Inspector General's Office at oig@phila.gov

panel discussion "Moving from the Corrupt & Contented Label to a Model for Ethics Reform." Let me tell you, this was really good! The panelists provided clever anecdotes and kept you interested in what they were saying. We had an opportunity to ask questions. Even the Mayor had a question and made a comment. Yes, **Mayor Nutter** not only took time out of his busy schedule to attend all these events, but

he actually participated, which made a point with me that this truly holds importance to him.

My favorite event was Friday's Interactive Coffee House; I had no idea what was planned. I was only told to bring my cell phone. What a blast! Using interactive polling software during the event, the audience answered questions with their phones about different City agencies that handle ethics. Attendees got so competitive! It was fun, challenging for some of us, and very well attended.

I look forward to this year's Integrity Week; the difference, though, is that I won't need to be "volun-told" to attend!



Did You Know?

- * The **City recently released data** on the City's contracts for things like pens, construction, and snow removal. You can view the Open Contract data site [here](#).
- * More than 140 employees attended the **first Integrity Week**, representing 36 different departments. During the week, more than 400 employees completed our Ethics Survey. Thank you to all attendees for making the week a success!
- * Our office now has a **Twitter** account! Follow-us at [@PHL_Integrity](#).

BIDS GONE BAD

Along with the Inspector General's Office, we are now offering a new training called *Bids Gone Bad: How to Spot and Prevent Wrongdoing in the Contracting Process*.

Sign up for an upcoming session [here](#).

Education Station: Get Your Learning On

Visit Our Website!

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

Follow Us on
Twitter!

[@PHL_Integrity](https://twitter.com/PHL_Integrity)

ETHICS INFOGRAPHIC



Employees who strongly agreed or agreed with the statement, "I feel comfortable reporting criminal behavior in the workplace."

Source: Integrity Office Ethics Survey for City Employees 2014

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City employees – you spoke loud and clear – and we heard you. A majority of respondents to our recent Ethics Survey indicated that more training was the “one thing the City could do to build a strong ethical culture among City employees.” We couldn’t agree more.

In addition to mandatory Ethics Training that all City employees must attend, offered by the Board of Ethics, the Office of the Chief Integrity Officer also offers trainings. First, we lead **small group workshops** on how the City’s Public Integrity laws apply to “real-life” situations with on-point hypotheticals. Second, for anyone involved in the



Bids Gone Bad facilitator Stephanie Tipton during a recent workshop.

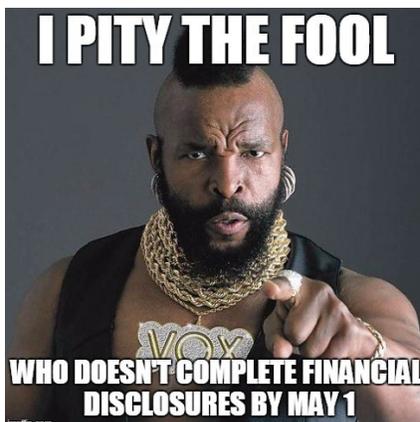
contracting process, **Bids Gone Bad: How to Spot and Prevent Wrong-doing in the Contracting Process**, is a must. It covers developing RFP and bid specifications to contractor management and invoicing. So far, our office, along with the Office of the Inspector General, has trained nearly 90 employees

and more than 160 are scheduled to attend this Spring. One participant stated the information in the training “Hits home, hard!” Third, our Office will be developing a new **manager “tool-kit”** to help supervisors address ethical issues with their employees.

Lastly, we are excited to be working with a group of Mayor’s Interns to develop videos for City employees that simulate real ethical situations and how to handle them. These videos will become part of our regular workshops and available online. For more information on any of these trainings, please [email](mailto:) us!

CONGRATULATIONS!

The Streets Department had the most staff attend Integrity Week events and we want to recognize them! With 18 total employees attending the various events during the week, the Streets Department ensured they were well-represented. We thank them and everyone who attended Integrity Week 2014. Stay tuned for details on Integrity Week 2015!



Cartoon Corner

The topic for this edition of Cartoon Corner is Financial Disclosure Forms, due May 1. For more info, visit the Ethics Board’s [website](http://www.phila.gov/ethics).

