

INTEGRITYWORKS: The Newsletter

Office of the
Chief Integrity Officer

NOVEMBER 2015

Your Guide to Integrity Week 2015

November 16 - 20, 2015

It's baaaaack! Integrity Week is returning for a second year from November 16 to November 20, 2015. The goal of Integrity Week is to build awareness about ethics and integrity in City government. The theme of Integrity Week 2015 is "Make Every Week Integrity Week". Throughout the week, you will receive a daily email with simple tips to help you learn about and foster a dialogue regarding the City's ethics rules. We will also have events throughout the week that all City employees are invited to attend. And, it wouldn't be Integrity Week without a little competition. Share your ideas on how you will Make Every Week Integrity

Integrity Week Events

Monday, November 16, 2015 @ 1:00 p.m.: MSB 14th Fl., Rm. 1450

Bids Gone Bad Training

Registration is now closed for this training.

Wednesday, November 18, 2015 @ 5:30 p.m.: City Hall, Rm. 202

Turning the Lights On "Dark Money": A Conversation with Dave Davies

Thursday, November 19, 2015 @ 1:00 p.m.

Twitter Chat with the Chief Integrity Officer

Follow [@PHL_Integrity](#) & tweet questions to #PHLIntegrity

Friday, November 20, 2015 @ 9:30 a.m.: MSB 16th Fl., Innovation Lab

Interactive Coffeehouse: All About the Mayor's Exec. Order on Gifts!

Registration is now closed for this training.

Week in your own office for an opportunity to win two Mayor's Box tickets to an upcoming Flyers game. Email

your idea to integrity@phila.gov by 5:00 p.m., Friday, November 20th for a chance to win!

Tips for Communicating with Vendors

By Krystle Baker

A major goal of the Office of the Chief Integrity Officer is to prevent potential wrongdoing by proactively addressing ethical issues throughout the City. We accomplish this goal through various methods - facilitating training presentations such as Bids Gone Bad, being a member of City Task Forces, and also working with departments to develop policies to prevent wrongdoing.

An area we are frequently

asked about is how to communicate with potential and current City vendors, especially before and during the bidding or RFP process. There are concerns, sometimes, that communication between employees and vendors may appear unfair to other potential vendors.

In response to this issue and with input from the Law, Finance and Procurement departments, we created a document for City employees entitled "Vendor

Communication Tips," which provides helpful Do's and Don'ts on how to best communicate with vendors before, during, and after the bidding or RFP process. The document can be viewed [here](#).

If you believe that our Office can help your department, please reach out to us! We are happy to help you and your staff navigate ethical concerns by developing tools to educate staff or policies and procedures to ensure compliance with City rules.



Did You Know?

- * The Ethics Board holds its next public meeting on Wed., Nov. 18 @ 1:00 pm, 1515 Arch, 18th Fl.
- * The Chief Integrity Officer, in conjunction with the Inspector General's Office, has reached over 500 employees through the Bids Gone Bad training.
- * Interns, working with the Mayor's Internship Program, created videos to help explain the Mayor's Executive Order on Gifts..
- * Our office was invited to present at the annual conference of the Society of Corporate Compliance & Ethics in Las Vegas on October 5, 2015.
- * We participated in a PhillyStat session with the Inspector General's Office in August. To view the presentation, visit the PhillyStat [website](#).
- * The Board of Ethics recently issued their annual report for 2015. View it [here](#).

Visit Our Website!

www.phila.gov/integrityworks

Follow Us on

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@PHL_Integrity

WHAT'S NEW ON OUR TWITTER FEED?



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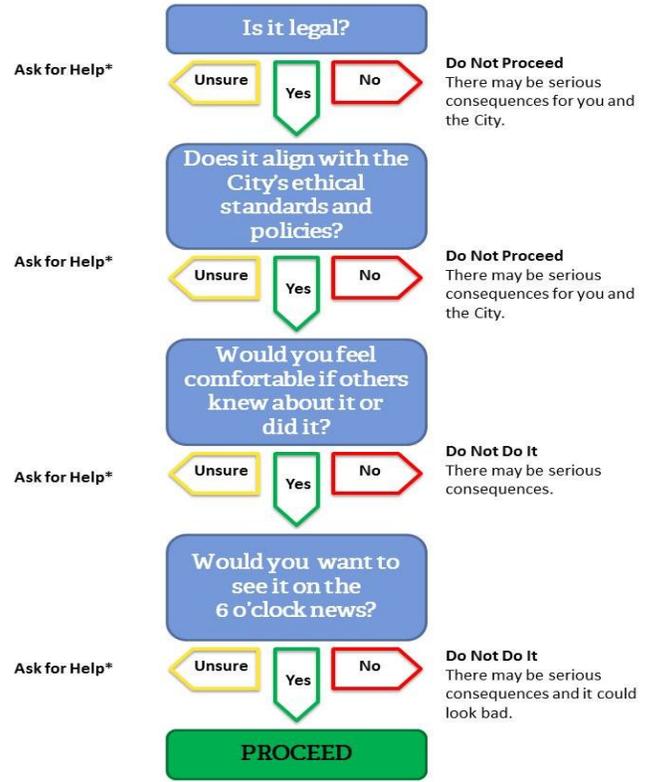
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Ethical Decision-Making

By Stephanie Tipton

As City employees, we have a responsibility to serve the public with honesty and integrity. It is a responsibility we all share in common. Holding ourselves, our colleagues, and the public to high ethical and lawful standards must be part of our standard operating procedures. This also requires, though, that we know and understand the various policies and laws that govern our work, as well as, when to report concerns.

Each day we have to make difficult decisions at work and sometimes these decisions require us to think about how or if we are meeting the high ethical standards we have set for ourselves and others. When you have to take action, or when you are observing the actions of others, consider this framework.



* There are multiple avenues for your report an issue or to get help. Including contacting the [Chief Integrity Officer](#), [the Ethics Board](#), [the Inspector General](#), your Department Integrity Officer, or [Human Resources](#). You can also ask your question anonymously on our [website](#). Framework was adapted from *Stanford University's Office of Audit, Compliance and Privacy*.

The Ethics Wordsearch



Answers will be provided in the next edition of the IntegrityWorks newsletter.