

THE FOLLOWING ORDINANCE WAS SPONSORED BY COUNCIL MEMBER _____; MOTIONED FOR ADOPTION BY COUNCIL MEMBER _____ AND SECONDED FOR ADOPTION BY COUNCIL MEMBER _____.

ORDINANCE NO. 26-08

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MANDEVILLE AMENDING THE CODE OF CONDUCT FOR ELECTED OFFICIALS, UNCLASSIFIED EMPLOYEES, PERSONS APPOINTED OR ELECTED TO VARIOUS BOARDS AND COMMISSIONS OF THE CITY OF MANDEVILLE AND CONTRACTORS WITH THE CITY OF MANDEVILLE AND PROVIDING FOR OTHER MATTERS IN CONNECTION THEREWITH

WHEREAS, in 2008, the City Council desired to create a Code of Conduct to establish a set of guidelines for the behavior of the City of Mandeville elected officials, unclassified employees, persons appointed or elected to various boards and commissions of the City of Mandeville and contractors with the City of Mandeville; and

WHEREAS, on May 27, 2010, the City Council of the City of Mandeville approved Ordinance 10-17 adopting a Code of Conduct for elected officials, unclassified employees, persons appointed or elected to various boards and commissions of the City of Mandeville and contractors with the City of Mandeville; and

WHEREAS, the Municipal Employees' Civil Service Board recommended that the City Council adopt a social media policy for classified non-police employees; and

WHEREAS, the Municipal Police Employees' Civil Service Board adopted a social media policy for police employees, and

WHEREAS the City Council of the City of Mandeville wishes to add a social media policy to the Code of Conduct, and

NOW, THEREFORE BE IT ORDAINED that the Code of Conduct reflect the addition of a social media policy as shown in Exhibit A.

BE IT FURTHER ORDAINED that the City Council of the City of Mandeville hereby adopts and amends the provisions of this ordinance upon signature of the Mayor.

BE IT FURTHER ORDAINED that the Clerk of this Council be and she is hereby authorized and empowered to take any and all actions which she, in the exercise of her discretion, deems necessary to promulgate the provisions of this ordinance.

The ordinance being submitted to a vote, the vote thereon was as follows:

AYES:
NAY:
ABSTENTIONS:
ABSENT:

and the ordinance was declared adopted this ____ Day of _____, 2026.

Alicia Watts
Clerk of Council

Jason Zuckerman
Council Chairman

EXHIBIT A

CITY OF MANDEVILLE CODE OF CONDUCT (ordinance 10-17, adopted by Council on 05/27/2010)

(posted on the City's website under the City Council's "Code of Conduct" webpage)

A. POLICY STATEMENT

The citizens of the City of Mandeville rightfully expect city elected municipal officials, public employees, and appointed personnel to adhere to the highest standards of professional and ethical conduct in the performance of their duties and responsibilities. The City of Mandeville Personnel Policies and Police Standard Operating Procedures Manual specifies the conduct of the classified civil service employee so that this code does not apply to this class of city employees. This code applies to the following persons:

- Elected municipal officials of the City of Mandeville.
- Unclassified employees of the City of Mandeville.
- Persons appointed or elected to the various **positions**, boards and commissions of the City of Mandeville.
- Contractors as described in Section D of this code. Contractors are not obligated to participate in the training requirements of this code but will be required to demonstrate that they are familiar with this code and the Louisiana State Code of Ethics.

While this document in and of itself is not punitive in nature, it complements the existing laws incorporated in the Louisiana State Code of Ethics and other existing policies that cover persons employed by the City of Mandeville. All elected municipal officials, unclassified employees, and appointed personnel of the city in whatever capacity should know that infractions of this Code of Conduct may also be violations prohibited by state ethical rules and regulations which do carry punitive provisions.

Every person covered by this code has a unique position of trust in the community and, therefore, assumes a special responsibility to act with the highest standards of honesty, fidelity, and fairness. Said persons should conduct themselves in a manner that merits public trust and confidence.

B. PURPOSE OF THIS POLICY

Section 7-02 of the City Charter for the City of Mandeville provides that "All officers and employees of the city government shall comply with the provisions of the Louisiana State Code

of Ethics pertaining to local government.” The purpose of the Code of Conduct is to complement the Code of Ethics with a code that requires conduct over and above the strict adherence to the letter of the general law and the Louisiana State Ethics Code; to establish a set of guidelines for the behavior of the persons covered by this code which will enhance the effectiveness of city government while maintaining the high standards of quality and professionalism necessary for the city to successfully project the best image possible.

C. CITY OF MANDEVILLE CODE OF CONDUCT FOR ELECTED, UNCLASSIFIED EMPLOYEES AND APPOINTED PERSONNEL

All persons in each category as defined by the above title shall sign a copy of this Code of Conduct thereby acknowledging that they have received a copy and understand that it is therefore their responsibility to comply with this Code of Conduct and any revisions to it as follows:

Adhere to the principle that all activities undertaken by persons covered by this code shall be in the best interests of the citizens of the city and with the goal of perfection of city government. No personal gain or benefit, except for compensation and benefits accompanying applicable personnel, should be accepted.

Accept the responsibility that any improper conduct can reflect negatively on the public image of the city and bring embarrassment and discontent to the citizens of the city. It is the intent of this Code of Conduct to make the persons covered by this code aware, through training, of the existing laws and city rules and regulations of employment that are designed to respond to any improper conduct in whatever context.

Participate in a comprehensive training program regarding the Louisiana State Code of Ethics and this Code of Conduct for all levels of personnel defined by this Code of Conduct except Contractors. This training shall include, but not be limited to, ongoing small and large group training sessions highlighting general rules of conduct and specific rules of conduct pertaining to elected municipal officials, unclassified employees or appointed personnel. This training shall amplify what personnel can or cannot do in complying with the Louisiana State Code of Ethics and this Code of Conduct. It shall also identify and help personnel recognize potential conflicts of interest and provide mechanisms for alerting the proper officials of such potential conflicts. Each person covered by this code, except Contractors, shall be required to participate in at least one hour of training per calendar year. These hours shall be certified to the Personnel Director and be a part of the person’s record.

Always be in full compliance with all applicable federal, state, and local laws and regulations.

Direct all requests for documents under the Public Records Law to the City Attorney for response. All requests for documents under the Public Records Law shall be in writing.

Respect the confidentiality of information concerning the City, City personnel, or proceedings of the City.

D. CONTRACTORS

Any individual or business entity that enters into a contract with the City of Mandeville shall be subject to this code and be referred to herein as a "Contractor." Every Contractor shall be mindful of the principles of law relating to the Code of Governmental Ethics of the State of Louisiana. The Contractor shall not make or authorize any payment or give anything of value directly or indirectly to an official of this government for the purpose of influencing an act or decision of official capacity or for assisting in obtaining or retaining business for or with, or for directing business to any person. Likewise, the Contractor will not make or authorize any payment to anyone for the purpose of influencing any official act or decision, or inducing such entity or person to use any influence with this government to assist anyone in obtaining or retaining business for or with, or directing business to, any person. Any breach or violation of this clause by the Contractor shall be considered a substantial and material breach of its contract with the City of Mandeville.

All Contractors shall sign an affidavit in the form attached hereto as Attachment A as a condition of their contract with the City of Mandeville.

E. SOCIAL MEDIA CONDUCT

All persons covered under this Code of Conduct—including elected officials, unclassified employees, and persons appointed to boards and commissions—are expected to use social media responsibly and in a manner consistent with the ethical standards of this Code.

Use of social media should reflect honesty, respect, and professionalism at all times and must not compromise public trust, confidentiality, or the integrity of City operations.

The following activities are strictly prohibited relating to the personal use of social media:

- Disclosure of confidential City information.
- Posting rumors or information that you know, or should reasonably know, to be false about the City of Mandeville, fellow employees, citizens, vendors, or people working on behalf of the City of Mandeville.

- Posting photographs of fellow employees without their permission.
- Posting personal statements, opinions, or beliefs and attributing those to the City of Mandeville. When posting content that could be misconstrued as official City business, employees, appointees, and officials are encouraged to include a disclaimer similar to the following: "The views expressed on this account are my own and do not represent the views or positions of the City of Mandeville."
- Posting any material that constitutes harassment, hate speech, or libel; violates the privacy rights of others; or is disruptive to the work environment because it impairs workplace discipline or control, erodes working relationships, creates dissension, interferes with job performance, or obstructs operations.

Public Records and Retention:

Employees, appointees, and officials must be aware that social media content created, posted, or shared in connection with official City duties may constitute a public record under Louisiana law. Any such content is subject to applicable records-retention requirements and may be subject to disclosure under the Louisiana Public Records Act. All users should exercise care, accuracy, and professionalism when posting content in any capacity that may reasonably be associated with City business.

Social media activity that breaches the standards of this Code—including conduct that is unethical, disruptive, defamatory, or damaging to the City's reputation—may result in disciplinary action (for employees of the City), removal from appointed office, or referral to the Louisiana Board of Ethics as appropriate.

Nothing in this section shall be construed to infringe upon the First Amendment rights of any person covered by this Code. Individuals retain the right to speak as private citizens on matters of public concern; however, the City retains the right to address conduct that disrupts City operations, undermines public trust, or violates applicable law or policy.

E. COMPLAINTS

All complaints shall be in writing and signed by the person making the complaint. There shall be no anonymous complaints. Any person wishing to file a complaint regarding any person covered by this code shall send the complaint to the City Attorney's Office where a log will be kept of such complaints. A copy of any complaint regarding any person covered by this code shall be sent to the person complained of within three days of receipt of the complaint. The person complained of shall have five days to respond in writing to the complaint and his or her

response shall be part of the complaint record. If such complaint alleges ethical violations then the City Attorney shall recommend to the mayor that a copy of the complaint be sent to the Louisiana Board of Ethics for further action.

In the event a complaint is filed against the City Attorney, such complaint shall be submitted to the Office of the Mayor. The mayor shall ensure that the complaint is logged and that a copy is provided to the City Attorney within three days of receipt. The City Attorney shall have five days to respond in writing, and such response shall become part of the complaint record. If the complaint alleges violations of the Louisiana State Code of Ethics, the mayor may forward or recommend forwarding the complaint to the Louisiana Board of Ethics for further action.