

"Life is a moving experience"

Why does your department need a Code and why now? MODOT as a whole is moving forward into the future. We want to make sure that employees know what is expected of them. This will make any transition necessary, a good one.

What kind of example might this Code set for others? We are Bloomfield Public Transportation. Our face value, conduct, and actions are our selling point.

- **Statement of Our Core Values**

Company Vision

Moving forward in a positive manner. We want to conduct ourselves in a manner today that we will be proud of tomorrow.

Principles

Honesty, Integrity, clarity and accessibility

Mission

Anyone can ride. Our mission is to allow the public to be independent and stay independent.

Build Trust and Credibility

The success of our business is dependent on the trust and confidence we earn from our employees and customers. We gain credibility by adhering to our commitments, displaying honesty and integrity and reaching company goals solely through honorable conduct. It is easy to say what we must do, but the proof is in our actions.

When considering any action, it is wise to ask: will this build trust and credibility for Bloomfield Public Transit? Will it help create a working environment in which Bloomfield Public Transit can succeed over the long term? Is the commitment I am making one I can follow through with? The only way we will maximize trust and credibility is by answering "yes" to those questions and by working every day to build our trust and credibility.

Respect for the Individual

We all deserve to work in an environment where we are treated with dignity and respect. Bloomfield Public Transit is committed to creating such an environment because it brings out the full potential in each of us, which, in turn, contributes directly to our business success. We cannot afford to let anyone's talents go to waste.

Bloomfield Public Transit is an equal employment/affirmative action employer and is committed to providing a workplace that is free of discrimination of all types from abusive, offensive or harassing behavior. Any employee who feels harassed or discriminated against should report the incident to his or her manager.

- **Create a Culture of Open and Honest Communication**

At Bloomfield Public Transit everyone should feel comfortable to speak his or her mind, particularly with respect to ethics concerns. Managers have a responsibility to create an open and supportive environment where employees feel comfortable raising such questions. We all benefit tremendously when employees exercise their power to prevent mistakes or wrongdoing by asking the right questions at the right times.

Bloomfield Public Transit will investigate all reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, the company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

Employees are encouraged, in the first instance, to address such issues with their managers, as most problems can be resolved swiftly. If for any reason that is not possible or if an employee is not comfortable raising the issue with his or her manager in Bloomfield Public Transit the City of Bloomfield City Council does operate with an open-door policy.

- **Set Tone at the Top**

Management has the added responsibility for demonstrating, through their actions, the importance of this Code. In any business, ethical behavior does not simply happen; it is the product of clear and direct communication of behavioral expectations, modeled from the top and demonstrated by example. Again, ultimately, our actions are what matters.

To make our Code work, managers must be responsible for promptly addressing ethical questions or concerns raised by employees and for taking the appropriate steps to deal with such issues. Managers should not consider employees' ethics concerns as threats or challenges to their authority, but rather as another encouraged form of business communication. At Bloomfield Public Transit, we want the ethics dialogue to become a natural part of daily work.

- **Uphold the Law**

Bloomfield Public Transit's commitment to integrity begins with complying with laws, rules and regulations where we do business. Further, each of us must have an understanding of the company policies, laws, rules and regulations that apply to our specific roles. If we are unsure of whether a contemplated action is permitted by law or [Company Name Bloomfield Public Transit policy, we should seek the advice from the]source expert. We are responsible for preventing violations of law and for speaking up if we see possible violations.

Because of the nature of our business, some legal requirements warrant specific mention here.

Health and Safety

[Company Name] is dedicated to maintaining a healthy environment. A safety manual has been designed to educate you on safety in the workplace. If you do not have a copy of this manual, please see your department head.

- **Avoid Conflicts of Interest**

Conflicts of Interest

We must avoid any relationship or activity that might impair, or even appear to impair, our ability to make objective and fair decisions when performing our jobs. At times, we may be faced with situations where the business actions we take on behalf of Bloomfield Public Transit may conflict with our own personal or family interests because of the course of action that is best for us personally may not also be the best course of action for Bloomfield Public Transit. We owe a duty to Bloomfield Public Transit to advance its legitimate interests when the opportunity to do so arises. We must never use Bloomfield Public Transit property or information for personal gain or personally take for ourselves any opportunity that is discovered through our position with Bloomfield Public Transit.

Gifts, Gratuities and Business Courtesies

Bloomfield Public Transit is committed to competing solely on a merit of our services. We should avoid any actions that create a perception that favorable treatment of outside entities by Bloomfield Public Transit was sought, received or given in exchange for personal business courtesies. Unfair business inducements that would violate law, regulation or policies of Bloomfield Public Transit or customers, or would cause embarrassment or reflect negatively on Bloomfield Public Transit's reputation.

- **Set Report Results Accurately**

Accurate Public Disclosures

We will make certain that all disclosures made in financial reports and public documents are full, fair, accurate, timely and understandable. This obligation applies to all employees with any responsibility for the preparation for such reports, including drafting, reviewing and signing or certifying the information contained therein. No business goal of any kind is ever an excuse for misrepresenting facts or falsifying records.

Employees should inform Management if they learn that information in any filing or public communication was untrue or misleading at the time it was made or if subsequent information would affect a similar future filing or public communication.

Corporate Recordkeeping

We create, retain and dispose of our company records as part of our normal course of business in compliance with all Bloomfield Public Transit policies and guidelines, as well as all regulatory and legal requirements.

All corporate records must be true, accurate and complete, and company data must be promptly and accurately entered in accordance with Company Name Bloomfield Public Transit's and other applicable accounting principles.

We must not improperly influence, manipulate or mislead any unauthorized audit, nor interfere with any auditor engaged to perform an internal independent audit of Bloomfield Public Transit books, records, processes or internal controls.

Promote Substance over Form

At times, we are all faced with decisions we would rather not have to make and issues we would prefer to avoid. Sometimes, we hope that if we avoid confronting a problem, it will simply go away.

At Bloomfield Public Transit, we must have the courage to tackle the tough decisions and make difficult choices; secure in the knowledge that Bloomfield Public Transit is committed to doing the right thing. At times this will mean doing more than simply what the law requires. Merely because we can pursue a course of action does not mean we should do so.

Although Bloomfield Public Transit's guiding principles can not address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide us in our daily conduct.

Accountability

Each of us is responsible for knowing and adhering to the values and standards set forth in this Code and for raising questions if we are uncertain about company policy. If we are concerned whether the standards are being met or are aware of violations of the Code, we must contact the HR department.

Bloomfield Public Transit takes seriously the standards set forth in the Code, and violations are cause for disciplinary action up to and including termination of employment.

Media Inquiries

From time to time, employees may be approached by reporters and other members of the media. In order to ensure that we speak with one voice and provide accurate information about the company, we should direct all media inquiries to Bloomfield Public Transit Director. No one may issue a press release without first consulting with the Bloomfield Public Transit Director.

Do the Right Thing

Several key questions can help identify situations that may be unethical, inappropriate or illegal. Ask yourself:

- Does what I am doing comply with the Bloomfield Public Transit guiding principles, Code of Conduct and company policies?
- Have I been asked to misrepresent information or deviate from normal procedure?
- Would I feel comfortable describing my decision at a staff meeting?
- How would it look if it made the headlines?
- Am I being loyal to my family, my company and myself?
- What would I tell my child to do?
- Is this the right thing to do?

Information and Resource

Transit Director

Penny Schatz

Secondary Resource

Mayor as elected