**Code of Conduct for Cleveland Municipal Court Employees**

**Introduction**

Service to the judicial branch is a public trust. Court employees must be accountable to that trust. This code is therefore a personal and employee pledge of integrity to that trust and to the mission and values of the Cleveland Municipal Court. Violations of the Code of Conduct are subject to corrective action up to and including termination of employment.

**Obligation**

Court employees shall uphold the Constitution of the United States and of the State of Ohio, as well as Federal, State, and City of Cleveland laws and legal regulations; and shall place loyalty to this code before loyalty to persons or other affiliations.

**Procedural Fairness**

A Court employee shall treat litigants, co–workers and all others interacting with the Court with courtesy, dignity, and respect, and shall conduct his or her work without bias or prejudice including, but not limited to, bias base upon race, gender, skin color, religion, age, sexual orientation, national origin, language, marital status, socioeconomic status, or physical or mental challenge.

A Court employee shall be responsive to inquiries regarding standard Court procedures, but not give legal advice, and shall maintain the legally required confidentialities of the Court, not disclosing confidential information to any unauthorized person, for any purpose and shall treat personal or sensitive information with due diligence, not needlessly divulging unnecessary information to others.

**Avoiding Conflict of Interest**

A Court employee shall faithfully carry out all appropriately assigned duties striving at all times to perform the work professionally, diligently , efficiently, equitably, thoroughly courteously, honestly, truthfully and with transparency; avoid improper influences from business, family, position, party, or person and avoid activities that would impugn the dignity of the Court. A Court employee shall notify the Court whenever he or she, anyone in his or her immediate family, or anyone with whom he or she has a close personal relationship has been arrested, named as a party, victim, or is otherwise formally involved in any action pending in this Court.

A Court employee shall not request or accept any compensation or fee beyond that received from Cleveland Municipal Court for work done in the course of their pubic employment, and shall not solicit, accept agree to accept, or dispense any gift, favor, or loan either for oneself or on behalf of another based upon any understanding, either explicit or implicit , that would influence an official action of the Court, nor use his or her position (intentionally or unintentionally) , to secure unwarranted privileges or exemptions for oneself or others; to dispense special, favors to anyone, nor attempt to take advantage of his or her access to the Court to further any personal interest he or she might have in a case nor engage in any inappropriate off–the–record related discussions, on pending or impending cases with judges or magistrates.

**Avoiding Impropriety and Appearance of Impropriety**

A Court employee shall report to the Court behavior of any Court employee who violates this code or attempt to compel one to violate these canons.

A Court employee shall not engage in any political activities at their work site or during their work hours including soliciting campaign funds at any time and the display of political material at the workplace. Employees are never permitted to utilize Court facilities, equipment or supplies to support political activities of any kind, and shall not contribute to any judicial campaign committee of a Cleveland Municipal Court Judge or candidate.

***“Public Service with Pride”***