



# CODE OF CONDUCT





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## MESSAGE FROM THE COMMISSIONER

August 2009

Dear Colleague:

Maintaining a productive, successful Buildings Department depends upon more than our competence: Serving New Yorkers demands that we operate with honesty, integrity and fairness. This 2009 Code of Conduct reflects our Agency's values, and we have updated earlier versions of this document to reflect our growth and evolution.

Use this Code of Conduct as a tool when you are faced with potential conflicts of interest or when you need to refer to your responsibilities as a Buildings employee. This Code complements the obligations already outlined in the Department's Employee Handbook, and we are all held to the standards in both documents.

Each of us has a role in upholding the integrity of our Agency, and people who violate our standards will be disciplined. If you see inappropriate behavior, you must report it – and if you see possible criminal activity, report it immediately to the Department of Investigation. Do not let one person's improper actions undermine the hard work of our dedicated team.

Our Department's success depends upon each of us meeting our ethical standards every day, and I thank you for your commitment to serving New Yorkers well and maintaining their trust in us.

Sincerely,



Robert D. LiMandri  
Commissioner

## ETHICAL CODE AND PRINCIPLES

As City employees, we are obligated to maintain the public's trust, and this requirement extends beyond work hours. We are legally bound by the rules of ethical conduct in Chapter 68 of the New York City Charter, and we must follow these rules during and after public service. They set standards for us to perform our duties with integrity, treat the public fairly and conduct official business honestly.

The Buildings Department has a zero-tolerance policy for serious misconduct and criminal and corruption-related activities. The Department of Investigation and our Office of Internal Audits and Discipline thoroughly and objectively investigate allegations of misconduct, including violations of the Code of Conduct.

As a Buildings employee you are expected to be:

- Honest;
- Impartial;
- Professional;
- Intolerant of unethical behavior;
- Respectful; and
- Without prejudice.

Strive toward excellence and carry out your duties with honor. Never let your good judgment be improperly influenced.

### ***Appearance of Impropriety***

Have you ever received a phone call from a friend or relative who needs a Certificate of Occupancy and remembers that you work for Buildings? Have you ever attended a family or social function and been asked to "push a permit through the system" or "make a violation go away?"

It is always proper to direct an inquiry to the right person or unit, respond to a supervisor's request to expedite a response, and explain procedures or rules. However, expediting or accelerating an application for a relative or friend or making a phone call to an Inspector to overlook a violation is improper, presents a conflict of interest – and may be a crime. If you are asked for favors, be especially careful not to offer or show favoritism.

You should prioritize matters by Mayoral, Departmental or other City objectives – but doing so because of your own personal relationships with applicants or complainants is always improper, even if you receive no benefit. We cannot do more for a family member or friend than we

would do for any other member of the public. Our decisions should always be impartial and should never reflect personal interest or bias.

## STANDARDS OF CONDUCT

### ***Professionalism***

You are expected to present yourself in a professional manner. Using profanity or speaking in a condescending manner is inappropriate, no matter the situation. The Department's Employee Handbook includes specific guidelines for handling rude, uncivilized or discourteous behavior. Ask your supervisor to intervene if this type of behavior is displayed or directed toward you or you are having trouble maintaining your composure with a fellow employee or member of the public.

Supervisors are responsible for setting a positive and professional example for subordinates. If a supervisor gives preferential treatment on the basis of a personal relationship, subordinates may incorrectly assume that it is okay for them to act that way. Remember that your words and actions set the standard that others follow.

### ***Time and Attendance***

You must report to work at the required time and accurately record your start and end times during your scheduled workdays. You must give your immediate supervisor proper notice if you have a problem or issue that is keeping you from working during your normal hours. For example, if you cannot come to work because you are sick, you must let your immediate supervisor know no later than one hour before your regular start time. If you do not notify your supervisor properly, you may be considered Absent Without Official Leave. For more information, please refer to your Employee Handbook or contact Human Resources at (212) 566 – 4457.

In CityTime, clock-in and clock-out times may not be adjusted; the only exception is to correct legitimate errors. Submitting hours that do not accurately reflect your actual work time or established work schedule is falsifying an official record. This is subject to disciplinary action.

### ***Meetings***

Whenever you meet with the public or employees of other government agencies, remember that you are representing the Department. In meetings, you should not make inappropriate comments about anyone, including the Agency and fellow employees.

You should:

- Be prepared for meetings;
- Arrive on time;
- Dress and act professionally;
- Know your audience and issues; and
- Seek any needed advice before the meeting.

Supervisors should set a positive example when meeting with subordinates. Constructive criticism is best served politely and in private. Public humiliation has no role in our Department.

### **Customer Service**

You must maintain a basic level of respect, courtesy and professionalism when interacting with the public or co-workers. We often have only one opportunity to present ourselves well. One employee's bad behavior with a constituent can destroy an enormous amount of goodwill – and can reflect negatively upon the entire Department. When someone does not understand our Department's procedures or requirements, you should be empathetic and address the situation politely. Remember that a lot of our work is technical and can be confusing. If the situation escalates so that you cannot control the customer or prevent a disruptive situation, ask your supervisor to intervene. Please refer to our Customer Service Standards, located in the Reference section of our intranet site.

### **Communications and External Relations**

Virtually every Department communication with the media is through our Office of Media Relations, just as Buildings' Intergovernmental Affairs Office is the primary contact with elected officials. Employees may not represent that they are expressing the views of the Department unless the Commissioner or Director of Media Relations has given authorization to do so. If a member of the press or media contacts you, immediately inform the Office of Media Relations at (212) 566 - 3473. Similarly, you must immediately inform the Office of Intergovernmental Affairs at (212) 566 - 3517 if an elected official or member of his or her office contacts you.

### **Confidentiality**

The Department's policy is to keep personnel records, actions, evaluations and financial records strictly confidential. Respect your co-workers' right to privacy, and do not repeat information you learn about an employee. Examples of information you should keep confidential include personnel actions, evaluations, personnel file reviews, investigations and Equal Employment Opportunity complaints.

Do not share this kind of information with co-workers, friends, relatives – or anyone not officially involved in the matter.

The public has the right to make confidential complaints about construction and zoning violations. The New York City Administrative Code § 28-103.18.1 requires that the name and address of a person making a complaint be kept confidential. If a member of the public asks you for the name of the person who made a complaint, explain that the information is strictly confidential. By contrast, the identity of a person who challenges a Department decision is not covered by the confidentiality requirement. When you are not sure if a constituent is requesting confidential or public information, refer the person to our Records Access Officer in the Office of the General Counsel at (212) 566 - 3316.

### **Privacy**

The risk of identity theft makes it especially important to protect sensitive information. Sensitive information includes personal information, such as a Social Security number, date of birth or home address. Make sure you do not leave sensitive information in full view on your desk or computer screen. Always lock up sensitive documents before you leave your area. If you would like to dispose of documents with sensitive information, please consult the Department's Records Management Officer at (212) 566 - 4721 before taking any action.

When people outside the Department request any information about an employee, you must refer them to Human Resources at (212) 566 - 4457. The City may not release employee information, except in certain situations. Examples of these circumstances include releasing information to a City agency using its investigative power or under a court order. However, certain employment information – such as titles, salaries and job locations – is public. If someone requests this data under the Freedom of Information Law, you must consult the Department's Office of the General Counsel before releasing any information.

### **Equal Employment Opportunity Policy**

The Department adheres to the City's Equal Employment Opportunity Policy. The City's EEO Policy was created to provide equal opportunity for all employees and job applicants by ensuring that the workplace is free of illegal discrimination. Illegal discrimination is unfair treatment, including harassment, based upon a person's race, color, national origin, religion, gender (including gender identity), age, disability, alienage or citizenship status, marital status, prior record of arrest or conviction,

genetic predisposition, carrier status, sexual orientation, or being a victim of domestic violence. These descriptions are called “protected groups.” The Department of Citywide Administrative Services publishes New York City’s Equal Employment Opportunity Policy. This EEO Policy is available at [www.nyc.gov](http://www.nyc.gov).

### **Types of Prohibited Conduct and Specific Protections**

The City’s EEO Policy prohibits practices or decisions being made based upon a person being in a protected group, such as the categories listed above. For example, it is illegal to influence compensation, conditions or privileges of employment or potential employment with the Buildings Department based on a person’s position in a protected group. This applies to decisions, actions or practices regarding recruitment, testing, work assignments, evaluations, promotions, training opportunities, career development, transfers, discipline or discharge.

The following are examples of categories of unlawful and discriminatory behavior:

#### **A. Sexual Harassment**

Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. With sexual harassment, it is explicit or implicit that submitting to or rejecting the offending behavior will impact employment decisions that affect the victim.

#### **B. Disability Discrimination**

The Department does not tolerate discrimination against people based upon actual or perceived disabilities, history of a disability or relationship with a person with a disability.

A disability is a physical, medical or psychological impairment, and it includes having a history of one of these types of impairments or being regarded as having one. The Buildings Department follows the City’s EEO Policy and provides reasonable accommodations to qualified employees and applicants with disabilities, unless such accommodations create an undue hardship.

#### **C. Retaliation**

Buildings Department employees may not retaliate against or harass anyone who asserts his or her rights regarding discrimination – and retaliation violates the City’s EEO Policy. Employees have the right to oppose discriminatory workplace practices, complain about prohibited conduct or participate in complaint, investigation or reasonable accommodation process without facing retaliation.

### **Contact With the EEO Office**

Employees have the right to schedule a confidential meeting with the Department’s EEO Officer. The EEO Officer will discuss appropriate options, including actions individuals may take on their own behalf, referrals to other offices and/or agencies, mediation, investigation and/or interim relief. The EEO Officer may also facilitate any further discussions with other Agency personnel. Any concerns or allegations of violations of the City’s EEO Policy may be directed to the Department’s EEO Officer at (212) 566 - 3309. You may also refer to the City’s EEO Policy.

The Department will protect the privacy, to the extent possible, of people involved in complaints, investigations, requests for accommodations and related records. EEO matters may be discussed with other people who may have information about a complaint or who are necessary to implement reasonable accommodations based upon disability, religion or status as a victim of domestic violence, sex offense or stalking. In some circumstances, it may be necessary to disclose information to others who have a legitimate need to know about the matter. The EEO Officer will document all inquiries, complaints, requests, mediation efforts, investigations, requests for accommodation and their outcomes.

### **Supplies and Equipment**

All Department-issued equipment should be used for official business. This includes computers, scanners, badges, uniforms, identification cards, building-access cards, office and cell phones, BlackBerries, pagers, cameras, printers, copiers and fax machines. The City permits limited personal use of the Department’s office and technology resources. Your limited, permitted personal use of technology is acceptable if it does not interfere with or impede the City’s operations or your productivity. (See APPN 1/04, available at [nyc.gov/buildings](http://nyc.gov/buildings).) Remember that you do not have a right to privacy when using City equipment. Using office resources must be nominal, and you may never use office time or resources in connection with a private business. Any personal use of office supplies or resources – other than minimal use of a copier, telephone, fax machine or other supplies – is strictly prohibited.

The following are examples of prohibited resource and technology use:

- Using postage for personal mail;
- Creating or circulating unauthorized emails;
- Using equipment to conduct a private business;
- Posting Agency information to bulletin boards; and
- Creating, viewing or downloading obscene or discriminatory material or unauthorized video, sound or digital images.

For more information, please refer to the Technology Resource Usage Guidelines located on the Department's intranet site.

### **Vehicles**

If you have been issued a Department vehicle or are compensated for using your own car, you must follow the rules and regulations of the City Vehicle Driver Handbook, available at [www.nyc.gov](http://www.nyc.gov). This policy requires that you: have a valid driver's license; have your license with you when driving on official business; follow all Department, New York City and State driving regulations; wear your seatbelt; and notify your supervisor if you are in a collision. Smoking is not allowed in City-owned vehicles. Non-City employees may not ride in a City vehicle, except for official, approved Agency functions as specified in the City Vehicle Driver Handbook.

### **RULES AGAINST RECEIVING GIFTS**

While the City Charter allows City employees to receive items worth less than \$50, it also gives agencies the discretion to adopt more restrictive rules. To emphasize our "no favors/no favoritism" policy, the Buildings Department follows the most restrictive gift rules. Buildings employees are not allowed to receive any item of value from any member of the public. This includes money, flowers, candy, meals or other consumable items – even a cup of coffee.

You must immediately notify the Department of Investigation of any gift you receive by calling (212) 825 – 2413. This is required if you receive or are offered any gift during official business or from a relationship you formed in connection with official business. This rule applies if the gift is given or offered at your house, office or anywhere else. You must return non-perishable gifts to the sender. For a perishable gift, obtain DOI's permission to donate it to a public institution, such as a nursing home or hospital, or place it in a common work area where everyone can view or use it. If there is no element of criminal conduct involved, DOI will contact the sender of the gift and keep a record of the event. Failing to report the offer of a gift to DOI could lead to disciplinary action and/or criminal prosecution.

There are limited exceptions to these gift regulations. (See the Commissioner's Executive Order 5/09 at [nyc.gov/buildings](http://nyc.gov/buildings) and Conflicts of Interest Board Rule §1-01 at [nyc.gov/ethics](http://nyc.gov/ethics).) While attending a work meeting, you may accept coffee, water, soda or other refreshments that are freely available to anyone attending. However, remember that

nothing of value may be purchased for you. When you have doubt, do not accept the item. To avoid any issues, it is best to bring your own coffee or soda to meetings and job sites. No gift is worth risking your job security, future earnings and reputation.

### **COMPLIANCE WITH THE CODE OF CONDUCT**

Three entities monitor and enforce Buildings' standards of conduct: the Department's Office of Internal Audits and Discipline; the Department of Investigation; and the Conflicts of Interest Board.

If you have witnessed or are aware of a Department employee or member of the public engaging in corrupt activities or criminal conduct, you must immediately notify DOI. Failure to do so may have serious disciplinary consequences. Employees who report misconduct are protected from retaliation by other employees and supervisors under the Whistleblower Law. However, to be protected by this law, you must notify the DOI Commissioner or a City Council member, the Public Advocate or the City Comptroller. The Council member, Public Advocate or City Comptroller will refer the report to the DOI Commissioner. (See New York City Administrative Code §12-113.) For more information, contact DOI at (212) 825 - 2413.

### **Managers and Supervisors**

Managers and supervisors are required to enforce the Code of Conduct with respect to the employees they supervise or manage. Managers and supervisors must document violations of the Code of Conduct and make referrals, when appropriate, to the Office of Internal Audits and Discipline or Human Resources.

If you become aware of serious misconduct within the Department, contact IAD. Upon referral, IAD will review the complaint and take the appropriate action. Remember, however, that you must report any employee's corruption or other criminal activity directly to DOI.

### **HUMAN RESOURCES**

Human Resources is responsible for ensuring that the Agency complies with applicable labor and employment laws and City and Agency policies. Human Resources guides and supports managers with following these laws and rules when addressing an employee's performance, attendance

and failure to follow policy or procedures (e.g. Employee Handbook or Code of Conduct). When an issue requires formal disciplinary action or an investigation, Human Resources will advise managers and, when needed, assist them in making a formal referral or disciplinary recommendation to IAD.

## **OFFICE OF INTERNAL AUDITS AND DISCIPLINE**

The Department's Office of Internal Audits and Discipline investigates non-criminal allegations of misconduct pertaining to Buildings employees. IAD also performs field audits, investigates complaints of unlicensed contractors engaged in construction-related activities and performs background checks on employees and licensees. The most frequent employee misconduct that IAD investigates is misuse of Department property, abuse of time and leave, and insubordination. The type of disciplinary action taken is based upon the seriousness of the offense. Discipline can include formal disciplinary memos, docking annual leave days, or suspending or terminating the employee.

## **DEPARTMENT OF INVESTIGATION**

The Department of Investigation and its Inspectors General investigate corruption or other criminal activity. This includes conflicts of interest, unethical conduct and gross misconduct by City agencies, officers and employees. This also applies to people doing business with the City or receiving funds from or through the City. As part of our zero-tolerance policy, the Department will immediately report allegations of corruption and fraud to DOI.

The Inspector General for the Buildings Department conducts criminal investigations into allegations of corruption and fraud by City employees and people doing business with the Department. The IG investigates computer security and performs audits and analytic reviews of Agency policies and procedures, in conjunction with the Department's Office of Internal Audits and Discipline. The IG also investigates conflicts of interest and conducts corruption prevention and awareness training. Department employees must report any corruption or other criminal activity – including the offer of an unlawful gratuity or bribe – directly to the Inspector General at (212) 825 - 2413.

DOI and the Department investigate complaints involving licensees and registrants, including filing representatives, professional engineers and architects, and principals or employees of contractors. Under the April 2004 Memorandum of Understanding between Buildings and the Department of Investigation, investigators and attorneys from the Buildings Special Investigations Unit pursue these matters under DOI supervision. DOI also prosecutes certain matters at the Office of Administrative Trials and Hearings.

The Department and DOI always seek to terminate an employee convicted of bribery, regardless of civil service status or years in City service.

## **CONFLICTS OF INTEREST BOARD**

The New York City Conflicts of Interest Board is an independent body that issues opinions and orders. It also imposes penalties for violations of the New York City Charter's Conflicts of Interest Law and the New York City Administrative Code's Financial Disclosure Law.

The Conflicts of Interest Law is also known as Chapter 68 of the New York City Charter, and it contains regulations that govern all City employees on prohibited conduct, post-employment restrictions, outside employment and activities, and miscellaneous activities. Remember that the Buildings Department has adopted more restrictive requirements than those in the Conflicts of Interest Law. Therefore, if you want to work on a political campaign, take a second job or own a business, you must notify the Office of the General Counsel before engaging in such outside activity. The General Counsel's Office will advise you of a possible conflict of interest and may refer your request to COIB for an opinion.

## FREQUENTLY ASKED QUESTIONS

### ***What is corruption?***

Corruption consists of engaging in job-related immoral or dishonest behavior. Receiving an unlawful gratuity or bribe constitutes corruption. Engaging in corrupt activity can lead to disciplinary action and criminal prosecution. You have a duty to report any corrupt activity – including a monetary benefit or gift received or offered – to DOI. Failure to report corrupt activity will result in disciplinary action.

### ***What is an unlawful gratuity?***

An unlawful gratuity is receiving a benefit for having performed your official duties. For example, if you are a cashier and someone tells you to “keep the change,” you have been offered an unlawful gratuity (though improper gratuities are not necessarily cash). Even if the offer does not change or influence your conduct, accepting the offer would be unlawful and will lead to disciplinary action and/or criminal prosecution. You cannot accept such offers and must immediately report them to DOI.

### ***What is a bribe?***

A bribe is anything – cash, jewelry, gift cards – that is offered or given to a person in a position of trust in order to influence that person’s views or conduct. Soliciting a bribe or agreeing to accept a bribe will lead to disciplinary action and/or criminal prosecution, regardless of whether the bribe is actually received. You have a duty to immediately report any offer of a bribe to DOI.

### ***A co-worker is doing something that I think violates the Code of Conduct or may even be illegal. Who do I report this to?***

If you are concerned about inappropriate behavior, report it to your supervisor. He or she has a responsibility to address the issue. If the person with whom you have a concern is your supervisor (and the concern is not related to criminal behavior), contact Human Resources or Internal Audits and Discipline. If you believe the behavior is sexual in nature or discriminatory, report it directly to the Department’s EEO Officer. If you believe you have witnessed or know of criminal activity, call the Department of Investigation at (212) 825 - 2413.

### ***A bribe was offered to me. Must I report it to my supervisor?***

No. You must immediately report it directly to DOI.

### ***I was offered a tip after helping a customer. Should I call IAD?***

No. If anyone offers you any money, gift or food, you must not accept the item and immediately report it to DOI.

### ***After I inspected a home, I was offered money by the homeowner. What should I do?***

Do not take any money or gifts, and immediately report the offer to DOI.

### ***May I accept a bagel or cup of coffee at an inspection?***

No. You must immediately report it to DOI. Nothing of value may be purchased for you as a Buildings employee. However, you may accept refreshments and food that are freely available to everyone attending a work meeting.

### ***I noticed that an applicant makes a “mark” on his folders and gets his approvals and permits very quickly. Should I report this to DOI?***

Yes. Applicants must be treated impartially and fairly. If you sense that someone is being treated better or worse than someone else is, you should report this to DOI.

### ***I am a data entry clerk, and I found money in an application folder. What should I do?***

You must immediately report the incident to DOI.

### ***I was recently arrested for an offense unrelated to my Department duties. Must I report the arrest to anyone?***

Yes. You have a duty to report all arrests and/or convictions to DOI and IAD within three business days, even if the arrest had no relationship to your job.

### ***May I use my City phone or BlackBerry to contact friends or family?***

The City allows limited personal use of City supplies or equipment. (See APPN 1/04, available at [nyc.gov/buildings](http://nyc.gov/buildings).) For example, a very brief call to a friend to confirm that you are running late is permitted, as are emergency calls. However, if you use a Department-issued cell phone or BlackBerry for a personal call, you must pay for it. You are also responsible for paying for any long-distance calls you make from your desk phone.

### ***May I search the Internet or send personal emails from work?***

Yes – with certain restrictions. City employees are allowed limited personal use of technology, but only when doing so does not conflict with your job responsibilities or interfere with your productivity. (For more information, see APPN 1/04 at [nyc.gov/buildings](http://nyc.gov/buildings).)

***I'm often asked to write reference letters for people I know who are seeking a job or apartment. May I use Department letterhead?***

Yes, you may use Department letterhead to write a recommendation letter for a subordinate, since this is part of a superior's job responsibilities. However, you may not use Department letterhead to write a recommendation letter for a co-worker who is not a subordinate. Instead, you must use personal letterhead and personal supplies, and you can indicate you worked together at Buildings. If you write a recommendation letter for a co-worker, you must explain that it is your personal recommendation and that you are not speaking on the Department's behalf. Buildings employees may be a reference for co-workers seeking work at another City agency – but may not be a reference for relatives. In terms of job openings at Buildings, you may recommend friends as long as you are not “associated” with the applicant and do not interfere with the selection process. (“Associated” means your spouse or domestic partner, child, parent, sibling or people with whom you have a business or financial relationship. This information is in the New York City Charter §2601 [5]. You may call the General Counsel's Office at (212) 566 - 3316 if you have any questions.) Finally, you may not recommend any family member for a job at Buildings.

***I believe a co-worker is running a private business during work hours. To whom do I report this?***

You must report it to DOI. While it may not be improper for an employee to have an outside business, it is improper to conduct that business during work hours, just as it is improper to use Department resources to do so.

***I intend to teach a class in the evenings. Do I need permission?***

Yes, you should contact the General Counsel's Office prior to accepting the assignment.

***May I work for a construction company after my normal business hours or on the weekends?***

No. The Construction Codes prohibit all Buildings employees from working in the construction trades in New York City. You could, however, work in the construction trades outside the five boroughs, provided that the entity you would work for does not do business with the City. If you are seeking any other job while employed at Buildings, you must inform the General Counsel's Office.

***I'm an employee and have been offered an interest in a private business. Must that be reported?***

Yes. As a City employee, there are some restrictions for your involvement or interest in a private business. Contact the General Counsel's Office to seek permission. You may also be restricted from being involved in a private business based upon the Construction Codes' prohibition, explained above.

***I work at Buildings, and a private construction company asked me to perform clerical duties part-time. Is this allowed?***

No. The Construction Codes prohibit all Buildings employees from working in the construction trades in New York City. Examples of construction trades include working for plumbing, electrical or elevator companies, real estate agencies, and engineering or architectural firms, among others.

***May I use a City-owned vehicle for personal business?***

No. You may only use your City-owned vehicle to perform your official duties. Only stops that are incidental to conduct your official business are permitted. For example, you may stop for a meal while en route to or from an official destination or while traveling between work and home.

***May I take my child to school on the way to work in my City-owned vehicle?***

No. Non-City employees may not travel in City-owned vehicles. In addition, they are not covered by insurance. However, non-City employees may ride in a City vehicle for official, approved Agency functions, as specified in the City Vehicle Driver Handbook.

***My spouse works near my office just a few blocks away. May I drop my spouse off in my City-owned vehicle?***

If your spouse is not a City employee you may not drop him or her off. If your spouse is a City employee, you may only drop him or her off if you will not be going out of the way.

***I didn't get a promotion for which I feel I am qualified. I think my race or gender was a factor. What can I do?***

You should contact the Department's EEO Officer if you believe you have been the subject of discrimination.

***A co-worker of mine stares at me suggestively. Is this sexual harassment?***

Possibly. If any stare, glare, look or comment offends you, contact the EEO Officer.

***A cubicle at work has photos I find offensive. Is this something I should report to the EEO Officer?***

Yes. The EEO Officer will investigate this type of complaint.

***My supervisor hinted that I'll be considered for a promotion if I would go on a date. Should this be reported?***

Yes. This may constitute sexual harassment and should be reported to the EEO Officer.

***I know someone who is doing something wrong. Can I report that employee without giving my name?***

Yes. While it helps a great deal to know who is making a complaint, you may remain anonymous.

***My supervisor caught a co-worker lying about her work hours, but didn't report it. What should I do?***

Supervisors are obligated to report any wrongdoing. You should report the incident to IAD.

***I received an invitation to a holiday party for a company that files construction documents with the Department. May I attend?***

No. As a Buildings employee, you must decline invitations to attend parties that are paid for by people or companies that do business with the City. However, you may attend an event or social gathering given by an association or professional organization – with prior written permission from the Buildings' Senior Counsel. Contact the Department's Executive Outreach Coordinator who will obtain final approval from Senior Counsel.

***I am a Plan Examiner and a Registered Architect. May I file a job application with Buildings for an extension on my house?***

Yes. As long as you can provide proof of ownership of the property, you qualify for the COIB exception in Chapter 68 of the New York City Charter §2601 (8). (Also see Executive Order 2/01 at [nyc.gov/buildings](http://nyc.gov/buildings).) Contact IAD at (212) 442 - 2000 for more information.

***My daughter is interested in working as a college aide. May I submit her résumé to Human Resources?***

No. Your family members must seek employment with the City without internal assistance. In addition, you may not play any role in the consideration of your daughter's application for work at our Agency.

***Can I give gifts to people in the office?***

Superiors may never accept individual gifts of any value from subordinates. Supervisors may give gifts to subordinates, with such gift-giving being limited to special occasions to avoid the appearance of impropriety or favoritism. Similarly, we do allow group gifts for special occasions, but participants may not contribute more than \$10 each. Gifts among peers are unrestricted.

**FURTHER INFORMATION**

This Code of Conduct does not provide an all-inclusive list of unacceptable behavior, nor does it confer any rights or benefits to individuals. If you need answers to questions not mentioned in this booklet or if you would like further clarification on a particular topic, please contact any of the offices listed on the next page. You may also seek assistance from the Department’s Office of Human Resources, General Counsel or Internal Audits and Discipline. The Department is committed to its integrity program and will ensure that you are directed to someone who can help you with any questions or concerns you may have.

Department of Investigation  
 83 Maiden Lane, 4th Floor  
 New York, New York 10038  
 (212) 825 - 2413  
[nyc.gov/doi](http://nyc.gov/doi)

Human Resources Department  
 Department of Buildings  
 280 Broadway, 6th Floor  
 New York, New York 10007  
 (212) 566 - 4457

Conflicts of Interest Board  
 2 Lafayette Street, Suite 1010  
 New York, New York 10007  
 (212) 442 - 1400  
[nyc.gov/ethics](http://nyc.gov/ethics)

Office of the General Counsel  
 Department of Buildings  
 280 Broadway, 7th Floor  
 New York, New York 10007  
 (212) 566 - 3316

Office of Internal Audits and Discipline  
 11 Park Place, 2nd Floor  
 New York, New York 10007  
 (212) 442 - 2000  
[IADmailbox@buildings.nyc.gov](mailto:IADmailbox@buildings.nyc.gov)

Equal Employment Opportunity Office  
 Department of Buildings  
 280 Broadway, 7th Floor  
 New York, New York 10007  
 (212) 566 - 3309

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