

Responsibility to Speak Up

It is everyone's responsibility to report unethical behavior. If you see or experience unethical behavior you can report this to your Supervisor, Department Head or HR Representative.

Failure to report unethical behavior could result in disciplinary action.

How to Report Potential Violations

- Tell the Person to Stop (If it is safe to do so)
- Document the incident. Details to write down:
 - Dates
 - Names
 - A detailed description of what happened
 - Witnesses
- Report to:
 - Manager, Supervisor
 - Department Head
 - HR Representative
 - City of El Paso Hotline

City of El Paso Hotline

- Used for reporting Ethics Violations of City Employees (only for City Employees).
- Can be used to address concerns about unethical, illegal or irresponsible activity.
- Ability to report through :
 - Phone #: 915-955-6383, open 24/7
 - City of El Paso Hotline
website: <https://appweb.stopitsolutions.com/login> (opens in a new tab)
 - Access Code: "EIPaso2021"
- Calls are not recorded or traced and you may remain anonymous.
- Reports are taken by an Independent Agent.
- Reports are received and reviewed by the Chief Internal Auditor.

What to expect when calling the City of El Paso Hotline

1

An independent third party will intake the call and ask a series of questions to gather as many specific facts and details as possible. This may include documents, emails, pictures.

2

Caller may remain anonymous. Lack of specific details with no contact information for outreach often makes an incident difficult to investigate and may result in the incident not being assigned.

3

Caller is issued an incident number and call back number for updates

4

Reports are received and reviewed by the Chief Internal Auditor.

5

Caller is encouraged to call back to answer further questions and follow up.

You Are Protected From Retaliation

Retaliation is illegal and should always be reported. Retaliation Law protect anyone who makes a report or participates in the investigation process. Retaliation includes threats, intimidation, reprisals, and or adverse actions related to employment.

An Investigation

Once a report is made an investigation begins. All complaints and investigations shall remain confidential.

Disciplinary Action

If the investigation reveals that the complaint is substantiated, prompt disciplinary action or other appropriate measures designed to stop the behavior immediately and to prevent recurrence, will be taken.

Consequences for Unethical Findings

Disciplin

Demotion

Suspension

Termination

Criminal Charges, Fines

Jail Time

Any violation of existing ordinances, policies, rules or regulations may subject the employee

involved to disciplinary action up to and including termination of employment and/or possible civil or criminal penalties. *Lesson 7 of 9*

Check Your Conduct

Questions to Ask Yourself If You're Unsur

1

Is this against policy?

2

Is this a conflict of interest?

3

Am I gaining financially from this?

4

Is the conduct harmful or hurtful to others?

5

How would I feel if this was headline news?

6

How would I feel if my family knew about this?

7

Does this action reflect how I want to be remembered?

1

Integrity and a high standard of ethics are fundamental to the City of El Paso and must be upheld by all employees.

2

Be professional and practice ethics in your day to day decision making.

3

When you are unsure about a policy or procedure reach out and ask for clarification from a manager or supervisor.

4

Take action if you are a witness to unethical behavior.

5

Report any unethical behavior to your Supervisor, Department Head or HR Representative.

6

Use the Ethicsline if you want to make a report anonymously

7

Respect the rights and dignity of all individuals.

8

Obey the letter and intent of the law.

Contact Information for Questions or Concerns

Each Department has their own HR Representative. If you do not know who your representative is you can contact Central HR by calling 915-212-0045 or visiting [City of El Paso HR](#)(opens in a new tab).

City Attorney

We strive to advance, advocate, and safeguard the interests of the City in accordance with applicable law. To uphold this we research and provide advice, opinions and recommendations on legal issues that come before the City with some examples being: Draft municipal ordinances, resolutions, and agreements.