

Excerpts From Steps For Ethical Leadership

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1. Hold yourself to a higher standard than is required.

Your action may be legal but unethical. Some people see a line in the sand and ask how close they can get to it without crossing it. This line, however, is a starting point. Stay as far away from the “unethical” line as possible, to avoid even the appearance of impropriety.

2. Openly share information.

You gain trust when you fully disclose information in a timely way.

3. Keep your word.

If you accept a job, honor this commitment unless the fundamental terms of employment change.

4. Don't accept or solicit gifts.

Some special interests or powerful individuals may assume they can buy your influence. If your organization doesn't have a policy, establish one so that employees understand the reasons they cannot accept inappropriate gifts.

5. Tell the truth, and take care to be accurate.

Your resume should be complete and accurate. Likewise, your organization's financial and operational reports should reflect the highest standards of accuracy and clarity of information.

6. Remember the powerless.

Your responsibility is to serve the best interests of everyone involved.

7. Keep improving your knowledge and skills, and generate a learning environment for your organization.

Competence is critical to using resources wisely.

8. Use fairness and merit in all personnel actions.

Be sure your organization has positive programs to ensure meaningful employment opportunities.

9. Treat your colleagues with respect and courtesy.

Employees deserve your best self, as do your colleagues in the profession.

10. Ask for advice, and encourage your staff to ask for advice.

You can call a trusted colleague for advice if you are wrestling with a difficult issue. Do your employees know whom to contact if they need advice?

11. Share your passion for work and life.

If you can inspire those you work with, your contributions will multiply to leave your community in better shape than you found it.