



Jeremy Peterson  
Chief Executive Officer

Erie Metropolitan Transit Authority  
127 East 14<sup>th</sup> Street  
Erie, Pennsylvania 16503

## **EMTA Code of Ethics**

It is the general responsibility of EMTA employees to perform their duties with integrity and impartiality and to avoid situations in which bias, prejudice, or personal gain could influence decisions. The overall success of EMTA depends on all employees adhering to these standards. The following code of ethics is established.

All EMTA employees shall uphold the Constitution, laws, and regulations of the State of Pennsylvania and federal laws and regulations.

All EMTA employees must adhere to the guidelines and rules established in the EMTA employee handbook and code of conduct and align day to day views with EMTA Mission, Vision and Values statements.

All EMTA employee and Board members shall not disclose confidential information acquired in the course of their association or employment with EMTA for the purpose of personal benefit or gain.

All EMTA employees shall not, for personal gain or for the gain of others, use information not available to the general public, or divulge confidential information without its authorized release; nor shall any employees receive compensation for consultation which substantially draws upon official ideas or data which are not disclosed to the general public.

All EMTA employees and Board members are prohibited from holding financial interests that conflict with the performance of EMTA's duty.

All EMTA employees are required to act impartially and report fraud, abuse, and corruption to appropriate authorities, satisfy in good faith their obligations as citizens, and adhere to all laws and regulations that provide equal opportunity to all passengers regardless of race, religion, sex, national origin, age, or disability.

All EMTA employees are to conduct themselves in a professional manner both on and off-duty hours to demonstrate the public's trust and confidence in their position as a community leader with EMTA.



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All EMTA employees shall not discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for enumeration or not.

All EMTA employees shall not engage in or accept private employment or render private services when such employment or service is in direct conflict with EMTA's official operations and duties.

All EMTA Employees shall never falsify, forge, or improperly alter any Company document to ensure all transactions are recorded in their proper account. All EMTA reports to regulatory authorities must be full, fair, accurate, timely and understandable.

All EMTA employees shall not ask for or receive any additional compensation, gift, favor, or reward from any source for service or work for which the officer or employee received compensation from EMTA, with exception to offerings customary in scale and expense, in an appropriate setting, and/or an offering not intended, or does not appear to improperly influence a business decision.

It is illegal for all EMTA employees to engage in bribery. Bribery, including, but not limited to, offering, giving, soliciting or receiving of any item of value as a means of influencing the actions of another in the form of a gift, money, property, privilege or favor is a form of corruption.

An ethical culture is an integral part of EMTA's core values. Should you have any questions, concerns, require additional clarification, or, if you would like to report an Ethics Infraction, please contact your direct supervisor. You may also contact HR Director, Theresa Croll, with any inquiries pertaining to the Code of Ethics.

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