



CCAO External Contributor Code of Conduct Acknowledgment and Agreement

This CODE OF ETHICAL CONDUCT AGREEMENT (the “Agreement”) is entered into as of this ____ day of _____, 20__ by _____ (the “External Contributor”).

WITNESSETH:

WHEREAS, Article VII of the Cook County Code of Ordinances provides for a Code of Ethical Conduct known as the Cook County Ethics Ordinance, which sets forth the duties, responsibilities and prohibitions applicable to all officials and employees of the County; and

WHEREAS, it is the intent of the Cook County Assessor to ensure that officers and employees of the Cook County Assessor’s Office (CCAO) comply with the Cook County Ethics Ordinance; and

WHEREAS, the Assessor has adopted the Ethics Executive Order to set forth the duties, responsibilities and prohibitions applicable to all officers and employees of the CCAO; and

WHEREAS, it is essential that public officials and their offices be independent and impartial, that governmental decisions and policies be made through proper channels, that public offices such as the CCAO not be used for financial gain, and that the public have confidence in the integrity of government; and

WHEREAS, the Assessor is committed to improving the property tax system in Cook County, by building transparency in the office, making services more efficient, and earning a greater trust from the public by delivering uniform assessments in compliance with industry standards and guided by best practices; and

WHEREAS, the Assessor seeks to create a culture of professionalism, inclusion, and accountability to the public, with engaged employees who take pride in the delivery of high-quality service and excellence in public service and administration; and

WHEREAS, the External Contributor has entered into a period of collaboration (the “Project”) with the CCAO by entering into the External Contributor Data Subscription Agreement and the External Contributor Non-Disclosure Agreement, and by submitting the External Contributor Statement of Not-For-Profit Purpose and Work (collectively the “Project Agreements”); and

WHEREAS, the External Contributor will collaborate closely with CCAO officers and employees to complete the Project; and

WHEREAS, the External Contributor acknowledges and agrees that pursuing this Project requires that they be held to the same ethical standard as all CCAO officers, officials and employees, and that failure to comply with such ethical standards shall be deemed to warrant immediate termination of the Project;

NOW, THEREFORE, in consideration of the mutual promises and covenants and the terms and conditions hereinafter set forth, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties hereto agree as follows:

- (1) I have read, understood, and agree to comply in all applicable respects with the Revised Ethics Executive Order, a copy of which is attached hereto and the terms of which are hereby incorporated into this agreement by reference.
- (2) I am committed to carrying out the mission of the CCAO as set forth herein and in the Property Tax Code, County ordinances, and other relevant laws for the duration of the Project.
- (3) I will not use the resources shared with me by the CCAO for my own financial gain (excluding the furthering of my research or academic pursuit) or for the financial gain of friends, relatives, persons, or any organization with which I am affiliated or with which I seek to have employment or business relations.
- (4) I have a duty to protect and conserve government property, and to refrain from using or allowing its use for purposes other than those for which it is made available to the public or for purposes authorized in accordance with state law or county ordinance to carry out the purposes of the CCAO.
- (5) I understand that I will not receive preferential treatment, expedited approval, or additional resources in virtue of my political preferences, contributions, activities, or sponsorship, and that I am not permitted to compel, coerce, intimidate, or require any county employee to make, refrain from making, or solicit political contributions or engage in political activity.
- (6) I understand that neither the Assessor nor his political fundraising committee will accept any financial contribution me.
- (7) I will not intentionally use property or resources belonging to Cook County or the CCAO in connection with any political activity.
- (8) I understand that the CCAO will not tolerate and has a strict policy against sexual harassment or discrimination of any kind, particularly involving race, color, religion, gender, age, national origin, sexual orientation, or disability, and that the Project may be terminated if I am found to have violated such policy.
- (9) I will disclose to the CCAO Ethics Officer a list of all real property located in Cook County in which I, my spouse, or my dependent children have an economic or ownership interest.
- (10) I will disclose to the CCAO Ethics Officer any employment or other activities for financial gain that may conflict with the work of the CCAO while I am engaged in the Project.
- (11) I understand that if I am found to have violated any provision of this Agreement, or furnished false or misleading information in any investigation, hearing or inquiry held pursuant to this Agreement, the Project will be immediately terminated
- (12) I understand that nothing in this Agreement limits the power of the Assessor to pursue legal action against me in accordance with applicable law and governing agreements.

IN WITNESS WHEREOF, the undersigned has executed this Acknowledgment and Agreement as of the date first written above.

External Contributor Signature

Name: _____

Phone: _____

Email: _____