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| Id | ZmY4MDgxODE4YTFjYjcwOTAxOGEzYzQ2YWI5NTE4ODU%3D |
| Title | 营口市文明行为促进条例 |
| Office | 营口市人民代表大会常务委员会 |
| Publish | 2023-08-10 00:00:00 |
| Expiry | 2023-08-10 00:00:00 |
| Type | 地方性法规 |
| Status | 1 |
| Url | ./detail2.html?ZmY4MDgxODE4YTFjYjcwOTAxOGEzYzQ2YWI5NTE4ODU%3D |
| Translated\_content | Regulations on Promoting Civilized Behavior in Yingkou City  (Passed by the 11th Meeting of the Standing Committee of the 16th People's Congress of Yingkou City on March 27, 2019; approved by the 11th Meeting of the Standing Committee of the 13th People's Congress of Liaoning Province on May 30, 2019; amended according to the decision on revising the 'Regulations on Promoting Civilized Behavior in Yingkou City' and two other local laws passed at the 12th Meeting of the Standing Committee of the 17th People's Congress of Yingkou City on May 30, 2023; approved by the 4th Meeting of the Standing Committee of the 14th People's Congress of Liaoning Province on July 27, 2023.)  Table of Contents Chapter 1 General Principles Chapter 2 Standards of Civilized Behavior Chapter 3 Encouragement and Advocacy Chapter 4 Implementation and Supervision Chapter 5 Legal Responsibilities Chapter 6 Supplementary Provisions  Chapter 1 General Principles  Article 1 In order to cultivate and practice the core values of socialism, promote excellent traditional Chinese culture, foster an active and healthy ideology, and comprehensively enhance citizens' quality and the level of urban civilization, these regulations are formulated in accordance with relevant laws and regulations and combined with the actual situation of the city. Article 2 The promotion of civilized behavior work within the administrative region of this city shall comply with these regulations. Article 3 The civilized behavior referred to in these regulations means adhering to the provisions of laws and regulations, practicing Xi Jinping's Thought on Socialism with Chinese Characteristics for a New Era, embodying the core values of socialism, promoting the traditional virtues of the Chinese nation, establishing a correct view of etiquette and morality, maintaining public order and morality, leading social trend, and advancing social civilization. Article 4 The promotion of civilized behavior work in this city will focus on widely and deeply carrying out the theme activities of 'Yingkou Etiquette', cultivating citizens to form civilized etiquette habits, and promoting the construction of a civilized city. Article 5: The promotion of civilized behavior shall adhere to the principles of people-oriented, coordinated advancement, and a combination of rewards and punishments. A long-term mechanism for co-construction, co-governance, and shared benefits shall be established to form a collaborative effort led by the Party Committee, implemented by the government, and participated in by society. Article 6: The Municipal and County (City) District Civilization Construction Guidance Committees shall coordinate the promotion of civilized behavior within their administrative regions. The Civilization Construction Work Institutions at the municipal and county (city) district levels shall be responsible for organizing and implementing the promotion of civilized behavior within their administrative regions and shall perform the following duties: (1) Develop relevant work plans and programs; (2) Guide and coordinate relevant departments to implement these regulations; (3) Supervise and inspect the promotion of civilized behavior; (4) Publicize, commend, and promote advanced models, and organize volunteer services and activities to encourage civilized behavior; (5) Regularly evaluate and report on the implementation of these regulations; (6) Other tasks related to the promotion of civilized behavior. Municipal and county (city) districts shall establish a joint meeting system for the promotion of civilized behavior to coordinate and solve significant issues. Article 7: The Municipal and County (City) District People's Governments shall include the promotion of civilized behavior in national economic and social development plans and annual plans, develop relevant measures, and ensure the sustained and effective conduct of civilized behavior promotion. Relevant departments of the Municipal and County (City) District People's Governments, township (town) People's Governments, street offices, and village (community) committees shall carry out the promotion of civilized behavior according to their respective responsibilities. Article 8: Citizens, legal persons, and other organizations shall actively participate in the promotion of civilized behavior. Staff of state organs, representatives of the National People’s Congress, members of the Chinese People’s Political Consultative Conference, educators, and staff from service industries shall play a leading role in promoting civilized behavior. Article 9: News media shall actively promote the work of civilized behavior, publish public service advertisements, spread virtues and good deeds, and expose uncivilized behavior.  Chapter 2: Standards for Civilized Behavior  Article 10: Staff of state organs shall abide by laws and regulations, comply with basic moral norms of citizens and social ethics, uphold professional ethics, and practice the civic code of conduct, and shall not engage in the following behaviors: (1) Being indifferent or rude to those seeking assistance; (2) Wearing clothing that doesn't match the image of the organization; (3) A relaxed and careless work style that affects the image of the organization; (4) Not practicing the social morals of saving lives and helping the injured when conditions and capabilities allow; (5) Inciting others or participating in illegal petitioning; (6) Dishonesty, not implementing the policies that have been issued, and not fulfilling administrative commitments made. Article 11 Teachers shall consciously comply with the code of conduct for teachers, care for students, build a civilized campus, and shall not engage in the following behaviors: (1) Insulting or physically punishing young children or students; (2) In-service teachers in primary and secondary schools organizing or participating in paid tutoring; (3) Accepting or indirectly requesting property from parents and students; (4) Promoting goods, teaching materials, and learning supplies to parents and students, and recommending extracurricular tutoring institutions. Students should study diligently, respect their teachers, unite with classmates, and must not insult or assault staff or classmates. Parents shall not interfere with the normal teaching order of the school for any reason. Article 12 Staff of window units should abide by rules and regulations, create an efficient and convenient service environment, and must not engage in the following behaviors: (1) Being improperly dressed or groomed, and not wearing relevant identification; (2) Being perfunctory to service personnel and not fulfilling the obligation of one-time notification; (3) Ignoring, mocking, or insulting service personnel; (4) Engaging in activities unrelated to work during working hours; (5) Tardiness, leaving early, or being absent during work hours; (6) Taking advantage of one's position to solicit or accept property, seeking improper benefits for oneself or others, and engaging in or participating in profit-making activities in violation of regulations. Article 13 Citizens should observe family virtues. Family members should care for each other, live in harmony, respect the elderly and love the young, and cultivate and promote good family traditions, and must not engage in the following behaviors: (1) Not support parents, not raise children; (2) Occupy the property of parents and other immediate relatives; (3) Interfere with the marriage freedom of family members; (4) Insult, beat, abuse, or abandon family members. Article 14 Business operators and employees should abide by business conduct standards, operate with integrity and legality, and must not engage in the following behaviors: (1) Lack integrity, use false instead of true, inferior instead of superior, and deceive consumers; (2) Engage in behaviors that violate social morals in external publicity and business promotion; (3) Discriminate, insult, or physically punish employees; (4) Employees harm the legitimate rights and interests of the business. Article 15 Citizens should consciously comply with internet management regulations, establish a new trend of online civility, and must not engage in the following behaviors: (1) Publish insults, curses, and defamation against others; (2) Fabricate and spread false information and rumors; (3) Fabricate facts, publish and disseminate information and statements that undermine the national and regional image, and harm social development and stability; (4) Publish or disseminate information and statements regarding natural disasters, major epidemics, sudden mass incidents, and socially sensitive information without authorization, affecting social harmony and stability; (5) Publish and spread information that goes against public order and good customs. Article 16 Citizens should consciously abide by the Civilized Behavior Code for Tourism, creating a civilized and harmonious tourism environment, and must not engage in the following behaviors: (1) Carve, deface, or damage cultural relics, landscapes, and tourism facilities within scenic areas; (2) Disrespect local cultural traditions, customs, and religious beliefs; (3) Disobey public order in scenic areas, affecting others; (4) Damage the environmental hygiene of scenic areas. Article 17 Citizens should consciously abide by traffic rules, maintain traffic order, and shall not engage in the following behaviors: (1) Forcing others to give up seats on public transportation, insulting or assaulting drivers or passengers, carrying prohibited items onto the vehicle; (2) Motor vehicles failing to yield at pedestrian crossings, violating regulations by using high beams, honking, parking improperly, and occupying non-motor vehicle lanes, sidewalks, fire lanes, and emergency lanes; (3) Drivers and passengers disposing of items out of the car window; (4) Riding non-motor vehicles through red lights, driving against traffic, speeding, occupying motor vehicle lanes, sidewalks, parking improperly, and transporting people or goods in violation of regulations; (5) Pedestrians crossing against red lights, climbing over road isolation facilities. Article 18 Citizens should abide by the public civility behavior norms in rural communities, promote new social customs of the times, and shall not engage in the following behaviors: (1) Participating in pornography, gambling, drug-related activities, feudal superstitions, and other vulgar activities; (2) Violating legal provisions by creating noise that disturbs others' normal lives; (3) Unauthorized occupation of public places, public facilities, and their appurtenances; (4) Occupying public green spaces to grow crops, raising livestock and poultry within urban built-up areas, affecting the urban appearance and environmental sanitation. Article 19 Citizens should abide by the norms for civilized behavior in public order and shall not engage in the following behaviors: (1) Arbitrarily dumping garbage or sewage, spitting or urinating in public, violating regulations by discharging oil smoke; (2) Smoking in areas where smoking is prohibited; (3) Posting advertisements, writing or carving in unauthorized places, conducting business on the road, and damaging public facilities and their appurtenances such as green spaces and trees; (4) Storing or hanging items that pose a threat to public safety in spaces such as balconies, outside windows, rooftops, and platforms; (5) Organizing fitness and entertainment activities in public places that disturb others' normal lives; (6) Failing to maintain order in public places, being improperly dressed, making loud noises, using obscene language, insulting others, and not yielding to vulnerable groups such as the elderly, sick, and disabled; (7) Taking dogs out without a leash, and not promptly cleaning up after the dogs. Article 20 Citizens should establish a civilized, healthy, rational, and green consumption concept, oppose food waste, and abide by the following regulations: (1) Order reasonably, take food in appropriate amounts, and pack leftover food; (2) Simplify meals for weddings, funerals, and other ceremonial activities; (3) Spread a healthy and civilized dining culture, and do not produce, publish, or disseminate programs or audio-visual information that promote binge eating and other wasteful behaviors. Catering service providers should conserve resources and prevent waste during production and operation. They should post or place prominent signs promoting food conservation and preventing waste, guide consumers to order in appropriate amounts before meals, remind consumers to pack leftover dishes after meals, and provide packing services.  Chapter 3 Encouragement and Advocacy  Article 21: Legally establish and manage the "Yingkou Etiquette" fund, raise funds through government grants, donations from enterprises, civil organizations, and citizens for rewarding, publicity, training, project development, and other activities to promote the theme activities of Yingkou Etiquette, enhance social positivity, and build a civilized and courteous city. The usage of the fund should be regularly published to the public. Article 22: Designate September 1 of each year as "Yingkou Etiquette Day." The municipal and county (city) district people's governments and relevant departments should promote the theme activities of Yingkou Etiquette in various ways, encouraging citizens to be practitioners and promoters of civility, fostering a social trend of learning etiquette, understanding etiquette, speaking about etiquette, and passing on etiquette. Article 23: The municipal party committee and the municipal people's government will commend and reward units and individuals who have made outstanding contributions to the Yingkou Etiquette theme activities every year. The spiritual civilization construction work institutions and relevant departments at the municipal, county (city), and district levels should organize the selection of advanced models and collectives such as Lei Feng models, moral models, good people around us, most beautiful characters, excellent volunteers, and virtuous youths. Encourage enterprises and social organizations to commend and reward employees and members who promote Lei Feng's spirit and other civilized behaviors. Encourage and guide enterprises and social organizations to prioritize hiring advanced figures such as Lei Feng models, moral models, good people around us, most beautiful characters, and excellent volunteers under equal conditions. Article 24: Encourage and support citizens to take lawful actions to engage in acts of courage, reward and protect those who act bravely, and provide legal assistance to them when needed. Article 25: Encourage and support citizens to participate in social welfare activities such as assisting the elderly, helping the disabled, rescuing orphans, aiding the needy, supporting education, disaster relief, and assisting in medical care, with outstanding achievements being commended according to relevant regulations. Article 26: Encourage and support citizens to participate in volunteer service activities. Encourage and support national agencies, enterprises, public institutions, people's organizations, and social organizations to provide venues and convenience for carrying out volunteer services, establish caring service points, and provide drinking water, heated meals, restrooms, and other convenient services for sanitation workers and other outdoor workers in need of assistance.  Chapter 4 Implementation and Supervision  Article 27: The spiritual civilization construction work institutions at the municipal, county (city), and district levels should regularly supervise and conduct social surveys on the promotion of civilized behaviors, and publicly announce the supervision and survey results to society. Article 28: Establish a public credit information platform in the city, develop unified standards for credit information collection and classification management, record information on commendable civilized behaviors and uncivilized behaviors that have received administrative penalties into the public credit information system, and achieve credit information sharing. The construction and management measures for the public credit information platform shall be formulated by the municipal people's government separately. Article 29: The work institutions for spiritual civilization construction at the municipal and county (city) district levels shall establish an exposure platform to expose uncivilized behaviors that violate the provisions of this regulation and have received administrative penalties, especially those with severe circumstances and adverse social impacts. Article 30: Village (residential) committees shall organize village (residential) residents to formulate village regulations and residents' agreements, promote new civilized trends, and advocate social customs of courtesy, honesty and trustworthiness, virtue, filial piety, and mutual support among neighbors. Article 31: Education authorities and educational institutions shall formulate norms for civilized behavior on campus, incorporate civilized behavior education into the educational curriculum, promote traditional Chinese virtues, establish a correct view of etiquette and morality, cultivate civilized behavior habits among teachers and students, and establish a warning mechanism for campus bullying to prevent campus violence. Legal institutions at all levels shall include this regulation in the scope of legal education work on campus. Article 32: The traffic management departments of public security organs shall strengthen the promotion of civilized behaviors in traffic, build a real-time, comprehensive road monitoring system, promptly stop uncivilized behaviors in traffic, investigate and deal with illegal behaviors according to law, and improve the level of civility among road traffic participants. Article 33: Departments responsible for housing and urban-rural development, ecological environment, and comprehensive urban management and law enforcement shall promptly investigate and deal with violations of law such as damaging urban appearance, public facilities, green spaces, and polluting water, air, and soil according to law. Article 34: Market supervision, tourism, and other relevant departments shall strengthen coordination and cooperation, promptly handle complaints and reports, stop uncivilized business behaviors, and investigate and deal with illegal business behaviors such as consumer fraud according to law. Health authorities shall incorporate civilized practice and medical behaviors into medical management norms to promote civilized behavior in medical institutions and places. Article 35: Internet information management departments shall improve the management and supervision mechanism for internet content, strengthen monitoring of uncivilized behavior online, and assist public security organs in investigating illegal activities related to information network传播. Article 36: State organs, enterprises and institutions, and social organizations shall incorporate norms for civilized behavior into the occupational standards of their units, and include them in the training content for new employees and job positions. Service industry and units shall develop standards for high-quality service and measures to guide civilized behavior according to their characteristics, and create a civilized service brand. Article 37: Relevant law enforcement departments shall establish a reporting, complaint, and investigation system for uncivilized behaviors, publish reporting and complaint telephone numbers and email addresses, accept reports and complaints, and investigate behaviors that violate this regulation. Any unit or individual discovering uncivilized behavior has the right to report and complain. Article 38: When administrative law enforcement personnel investigate behaviors that violate this regulation, the counterpart shall cooperate according to law; if the counterpart obstructs law enforcement, they shall be investigated by the public security organs according to law. Administrative law enforcement departments shall establish a mechanism for sharing evidence, information, and cooperation in law enforcement regarding related illegal behaviors.  Chapter Five: Legal Responsibility  Article 39: For uncivilized behaviors that violate the provisions of Chapter Two of this regulation, if there are penalties specified in laws, regulations, and rules, those provisions shall prevail. If the parties refuse to fulfill the decision of administrative punishment, it shall be recorded in the public credit information system. Article 40: Those who commit uncivilized behaviors that violate the provisions of this regulation shall be subject to administrative fines. If the violator voluntarily participates in social services related to the promotion of civilized behavior, the relevant administrative authority may arrange for them to participate in corresponding social services; if the violator participates in and completes the corresponding social services and is recognized by the relevant administrative authority, they shall be given a reduced or mitigated punishment according to law. Article 41: Relevant administrative authorities, units, and their staff who neglect their duties, abuse their power, or engage in favoritism and corruption in the work of promoting civilized behavior shall be ordered to rectify by their units, supervisory departments, or supervisory organs, and the directly responsible supervisory personnel and other directly responsible personnel shall be dealt with according to law.  Chapter Six: Supplementary Provisions  Article 42: These regulations shall come into effect from the date of publication. |
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## All Five Concepts

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| Key | Value |
| one\_integrating\_law\_morality |  |
| two\_party\_committee\_leadership | 形成党委领导、政府实施、社会参与的工作合力。 |
| two\_b\_spiritual\_civ\_committee\_leadership | 市、县（市）区精神文明建设指导委员会统筹本行政区域内文明行为促进工作。 |
| three\_exemplify\_moral\_behavior | 国家机关工作人员、人大代表、政协委员、教育工作者、窗口行业工作人员应当在文明行为促进工作中发挥表率作用。 |
| four\_whole\_society\_promote\_civilised\_behavior |  |
| four\_b\_social\_institutions\_promote\_civilised\_behavior |  |
| five\_promote\_coconstruction\_cogovernance | 建立健全共建、共治、共享的长效机制。 |

## Content

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营口市文明行为促进条例

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（2019年3月27日营口市第十六届人民代表大会常务委员会第十一次会议通过　2019年5月30日辽宁省第十三届人民代表大会常务委员会第十一次会议批准　根据2023年5月30日营口市第十七届人民代表大会常务委员会第十二次会议通过　2023年7月27日辽宁省第十四届人民代表大会常务委员会第四次会议批准的《营口市人民代表大会常务委员会关于修改<营口市文明行为促进条例>等三部地方性法规的决定》修正）

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第一章　总　　则

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第一条　为培育和践行社会主义核心价值观，弘扬中华优秀传统文化，推动形成积极健康向上的意识形态，全面提升市民素养和城市文明水平，根据有关法律法规，结合本市实际，制定本条例。

第二条　本市行政区域内文明行为促进工作，适用本条例。

第三条　本条例所称文明行为，是指遵守法律、法规规定，践行习近平新时代中国特色社会主义思想，体现社会主义核心价值观，弘扬中华民族传统美德，树立正确的礼德观，维护公序良俗，引领社会风尚，推动社会文明进步的行为。

第四条　本市文明行为促进工作以广泛、深入开展营口有礼主题活动为载体，培养市民形成文明礼仪习惯，促进文明城市建设。

第五条　文明行为促进工作坚持以人为本、统筹推进、奖惩并举的原则，建立健全共建、共治、共享的长效机制，形成党委领导、政府实施、社会参与的工作合力。

第六条　市、县（市）区精神文明建设指导委员会统筹本行政区域内文明行为促进工作。

市、县（市）区精神文明建设工作机构具体负责组织实施本行政区域内文明行为促进工作，履行下列职责：

（一）制定相关工作规划和计划；

（二）指导、协调有关部门实施本条例；

（三）督促、检查文明行为促进工作情况；

（四）宣传、表彰、推广先进典型，组织志愿服务和文明行为劝导等活动；

（五）定期评估和通报本条例的实施情况；

（六）其他文明行为促进工作。

市、县（市）区应当建立文明行为促进工作联席会议制度，协调解决有关重大问题。

第七条　市、县（市）区人民政府应当将文明行为促进工作纳入国民经济和社会发展规划及年度计划，制定相关措施，保障文明行为促进工作持续有效开展。

市和县（市）区人民政府有关部门、乡（镇）人民政府、街道办事处、村（居）民委员会应当按照各自职责，做好文明行为促进工作。

第八条　公民、法人及其他组织应当主动参与文明行为促进工作。

国家机关工作人员、人大代表、政协委员、教育工作者、窗口行业工作人员应当在文明行为促进工作中发挥表率作用。

第九条　新闻媒体应当积极宣传文明行为促进工作，刊播公益广告，传播美德善行，曝光不文明行为。

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第二章　文明行为规范

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第十条　国家机关工作人员应当遵纪守法，遵守公民基本道德规范和社会公德、职业道德，践行市民文明公约，不得有下列行为：

（一）接待办事人员态度冷淡、言语粗鲁；

（二）穿着与机关形象不符的服装；

（三）工作作风松弛散漫，影响机关形象；

（四）在有条件和能力的情况下，不践行救死扶伤社会公德；

（五）鼓动他人或者参与非法上访；

（六）不讲诚信，不执行已出台的政策、不兑现作出的行政承诺。

第十一条　教师应当自觉遵守教师行为规范，关爱学生，建设文明校园，不得有下列行为：

（一）辱骂、体罚幼儿或者学生；

（二）中小学在职教师组织或者参与社会有偿补课；

（三）接受或者变相向家长及学生索要财物；

（四）向家长及学生推销商品、教辅材料、学习用品，推荐课外辅导机构。

学生应当刻苦学习，尊重师长，团结同学，不得辱骂、殴打教职人员和同学。

家长不得以任何理由干扰学校正常的教学秩序。

第十二条　窗口单位工作人员应当遵规守纪，营造高效便捷的服务环境，不得有下列行为：

（一）着装、仪表不整，不佩戴相关证件；

（二）敷衍办事人员，不履行一次性告知义务；

（三）冷落、讽刺、辱骂办事人员；

（四）工作期间从事与工作无关的活动；

（五）工作期间迟到、早退、空岗；

（六）利用职务之便索要、接受财物，为本人或者他人谋取不正当利益，违反规定从事、参加营利性活动。

第十三条　公民应当遵守家庭美德，家庭成员之间应当互相关爱、和谐相处、尊老爱幼，培育弘扬良好家风，不得有下列行为：

（一）不赡养父母，不抚养子女；

（二）侵占父母和其他直系亲属财产；

（三）干涉家庭成员的婚姻自由；

（四）辱骂、殴打、虐待、遗弃家庭成员。

第十四条　企业经营者和员工应当遵守企业行为规范，诚信守法经营，不得有下列行为：

（一）不讲诚信，以假代真、以次充好，欺骗消费者；

（二）对外宣传和业务推广中从事违反社会公德的行为；

（三）歧视、辱骂、体罚员工；

（四）员工损害企业合法权益。

第十五条　公民应当自觉遵守互联网管理规定，树立网络文明新风，不得有下列行为：

（一）发布侮辱、谩骂、诽谤他人的信息及言论；

（二）编造、传播虚假信息和谣言；

（三）捏造事实，发布、传播破坏国家、地区形象，危害社会发展稳定的信息及言论；

（四）擅自发布、传播自然灾害、重大疫情事故、突发性群体事件、社会敏感信息及言论，影响社会和谐稳定；

（五）发布和传播违背公序良俗的信息。

第十六条　公民应当自觉遵守旅游文明行为公约，营造文明和谐的旅游环境，不得有下列行为：

（一）刻划、涂污、损坏景区内文物、景观及旅游设施；

（二）不尊重当地文化传统、风俗习惯、宗教信仰；

（三）不遵守景区公共秩序，对他人造成影响；

（四）破坏景区环境卫生。

第十七条　公民应当自觉遵守交通规则，维护交通秩序，不得有下列行为：

（一）乘坐公共交通工具强占座位，辱骂或者殴打司机、乘客，携带违禁物品上车；

（二）机动车不礼让斑马线，违反规定使用远光灯、鸣笛、停车和占用非机动车道、人行道、消防通道、应急车道；

（三）驾驶人和乘车人向车窗外抛洒物品；

（四）驾驶非机动车闯红灯、逆向行驶、超速行驶，违反规定占用机动车道、人行道、停车、载人载物；

（五）行人闯红灯、跨越道路隔离设施。

第十八条　公民应当遵守乡村社区公共文明行为规范，弘扬时代新风，不得有下列行为：

（一）参与色情、赌博、涉毒、封建迷信及其他低俗活动；

（二）违反法律规定，制造噪音干扰他人正常生活；

（三）擅自占用公共场所、公共设施及附属物；

（四）侵占公共绿地种植农作物，在城市建成区内饲养畜禽，影响市容和环境卫生。

第十九条　公民应当遵守公共秩序文明行为规范，不得有下列行为：

（一）随意倾倒垃圾或者污水，随地吐痰、便溺，违规排放油烟；

（二）在禁止吸烟区域吸烟；

（三）随处张贴广告、涂写刻划，占道经营，破坏绿地、树木等公共设施及附属物；

（四）在建筑物的阳台外、窗外、屋顶、平台等空间堆放、吊挂危害公共安全的物品；

（五）在公共场所组织开展健身娱乐等活动时，干扰他人正常生活；

（六）在公共场所不遵守秩序、衣冠不整、大声喧哗、污言秽语、辱骂他人，不礼让老弱病残等弱势群体；

（七）携犬出户不束犬链、不即时清除犬只粪便。

第二十条　公民应当树立文明、健康、理性、绿色的消费理念，反对餐饮浪费，遵守下列规定：

（一）合理点餐，适量取餐，剩余食物打包；

（二）办理婚丧嫁娶和其他礼仪活动从简用餐；

（三）传播健康文明餐饮文化，不制作、发布、传播宣扬暴饮暴食等浪费行为的节目或者音视频信息。

餐饮服务经营者在生产经营过程中应当节约资源，防止浪费，在醒目位置张贴或者摆放节约食物、杜绝浪费等宣传标识标牌，餐前引导消费者适量点餐，餐后提示消费者将剩余菜品打包，并提供打包服务。

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第三章　鼓励与倡导

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第二十一条　依法设立和管理使用“营口有礼”基金，采取政府资助、企业、民间组织和市民捐赠等方式筹集资金，用于表彰奖励、宣传培训、项目研发等推动营口有礼主题活动、弘扬社会正能量、建设文明礼德城市，基金的使用情况应当定期向社会公布。

第二十二条　确定每年9月1日为“营口有礼日”。市、县（市）区人民政府和有关部门应当采取多种方式宣传营口有礼主题活动，倡导广大市民做文明礼仪的践行者、促进者，推动形成学礼仪、懂礼仪、讲礼仪、传礼仪的社会风尚。

第二十三条　市委、市人民政府每年对在营口有礼主题活动中做出突出贡献的单位和个人进行表彰奖励。

市、县（市）区精神文明建设工作机构和有关部门应当组织开展学雷锋标兵、道德模范、身边好人、最美人物、优秀志愿者、美德少年等先进典型和先进集体推选活动。

鼓励企业和社会组织对职工、成员弘扬雷锋精神等文明行为进行表彰奖励。

鼓励引导企业和社会组织在同等条件下优先招用学雷锋标兵、道德模范、身边好人、最美人物、优秀志愿者等先进人物。

第二十四条　鼓励和支持公民采取合法方式进行见义勇为，奖励和保护见义勇为人员，并在需要时为其提供法律援助。

第二十五条　鼓励和支持公民参加扶老、助残、救孤、济困、助学、赈灾、助医等社会公德活动，成绩突出的按照有关规定予以表彰。

第二十六条　鼓励和支持公民参加志愿服务活动，鼓励和支持国家机关、企事业单位、人民团体、社会组织为开展志愿服务提供场所和便利条件，设立爱心服务点，为环卫工人和其他户外工作者等需要帮助的人员提供饮用水、加热饭菜、休憩如厕等便利服务。

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第四章　实施与监督

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第二十七条　市、县（市）区精神文明建设工作机构应当定期对文明行为促进工作情况进行督查和社会调查，并向社会公开督查、调查情况。

第二十八条　建立本市公共信用信息平台，制定统一的信用信息采集和分类管理标准，将受到表彰的文明行为和受到行政处罚的不文明行为信息记入公共信用信息系统，实现信用信息共享。

公共信用信息平台建设和管理办法由市人民政府另行制定。

第二十九条　市、县（市）区精神文明建设工作机构应当设立曝光平台，对违反本条例规定受到行政处罚，情节严重、社会影响恶劣的不文明行为予以曝光。

第三十条　村（居）民委员会应当组织村（居）民制定村规民约、居民公约，弘扬文明新风，倡导言行知礼、诚实守信、崇德向善、孝善齐家、邻里守望的社会风气。

第三十一条　教育主管部门和教育机构应当制定校园文明行为规范，把文明行为教育纳入教育教学内容，弘扬中华传统美德，树立正确的礼德观，培养师生的文明行为习惯，建立校园霸凌行为预警机制，预防校园暴力。各级普法机构应当将本条例纳入校园普法工作范围。

第三十二条　公安机关交通管理部门应当加强交通出行文明行为宣传，建设实时、全覆盖的道路监控系统，及时制止交通出行不文明行为，依法查处违法行为，提高道路交通参与者的文明程度。

第三十三条　住房和城乡建设、生态环境、城市管理综合行政执法等主管部门应当及时依法查处破坏市容环境、损坏公共设施、毁损绿地、污染水体空气土壤等违法行为。

第三十四条　市场监督管理、旅游等主管部门应当加强协调配合，及时处理投诉、举报，制止不文明经营行为，依法查处欺诈消费者等违法经营行为。卫生健康主管部门应当将文明行医、文明就医纳入医疗管理工作规范，促进医疗机构、医疗场所的文明行为。

第三十五条　互联网信息管理部门应当完善互联网信息内容管理和监督机制，加强对网络不文明行为的监测，协助公安机关查处信息网络传播违法行为。

第三十六条　国家机关、企事业单位、社会组织应当将文明行为规范纳入本单位职业规范要求，作为本单位入职培训、岗位培训内容。

窗口行业、单位应当根据本行业或者本单位的特点，制定优质服务标准和文明行为规范引导措施，创建文明服务品牌。

第三十七条　相关执法部门应当建立不文明行为举报、投诉、查处制度，公布举报投诉电话、邮箱，受理举报、投诉，并对违反本条例规定的行为予以查处。任何单位和个人发现不文明行为，有权举报、投诉。

第三十八条　行政执法人员在查处违反本条例规定的行为时，相对人应当依法配合；相对人妨碍执法的，由公安机关依法查处。行政执法部门之间应当建立有关违法行为的证据、信息共享和执法合作机制。

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第五章　法律责任

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第三十九条　违反本条例第二章规定的不文明行为，法律、法规、规章已有处罚规定的，从其规定。当事人拒不履行行政处罚决定的，记入公共信用信息系统。

第四十条　违反本条例规定实施不文明行为应当受到行政罚款处罚，违法行为人自愿参加与文明行为促进工作相关的社会服务的，有关行政主管部门可以安排其参加相应的社会服务；违法行为人参加并完成相应的社会服务，经有关行政主管部门认定的，应当依法从轻或者减轻处罚。

第四十一条　有关行政主管部门和单位及其工作人员在文明行为促进工作中玩忽职守、滥用职权、徇私舞弊的，由其所在单位、主管部门、监察机关责令改正，对直接负责的主管人员和其他直接责任人员依法处理。

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第六章　附　　则

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第四十二条　本条例自公布之日起施行。