# Ask yourself:

**STOP** ← NO

| NO | NO | NO | NO | NO | NO |
|---|---|---|---|---|---|
| Is it legal? | Does it comply with City policies? | Am I in line with The City's values and the 4 Cs? | Would I be comfortable if my actions were made public? | Would it be okay if everyone did it? | Am I acting in the best interests of The City? |

—YES→ —YES→ —YES→ —YES→ —YES→ —YES→ **MOVE FORWARD**

I DON'T KNOW — I DON'T KNOW — I DON'T KNOW — I DON'T KNOW — I DON'T KNOW — I DON'T KNOW → **ASK SOMEONE**
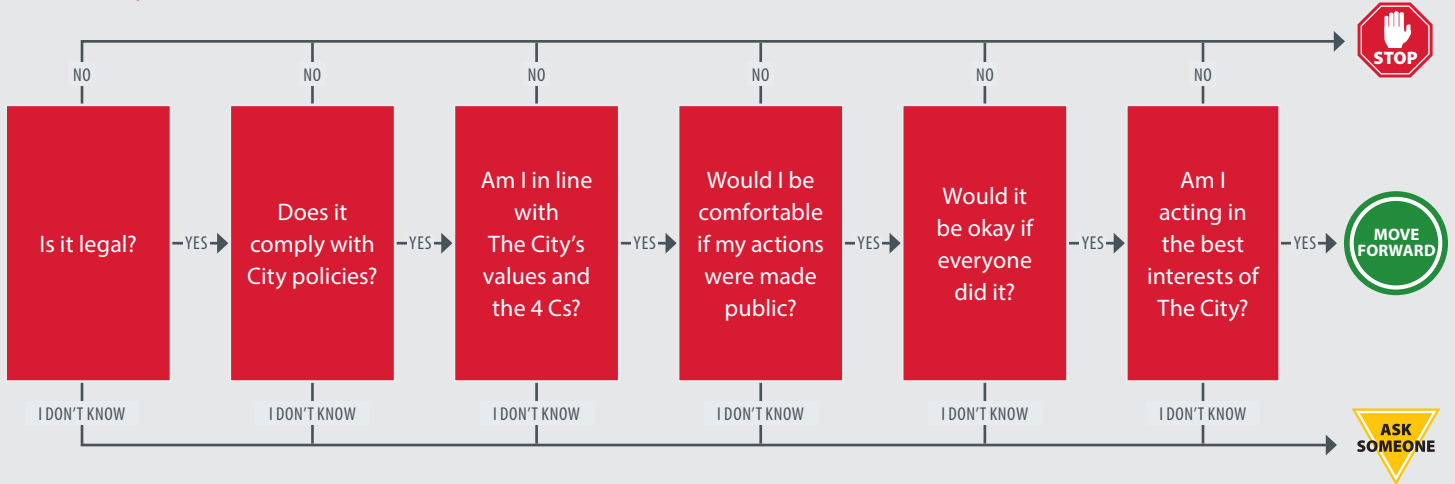
**IT'S YOUR RESPONSIBILITY TO FOLLOW THE CODE OF CONDUCT.**

Make sure you know before you act. If you are unsure, ask someone who knows.