

**MOTION  
OF THE PORT OF SEATTLE COMMISSION TO  
AMEND THE CODE OF CONDUCT**

**ADOPTED  
FEBRUARY 7, 2017**

**TEXT OF THE MOTION**

- 1) The Port of Seattle Commission hereby amends the Port of Seattle Code of Ethics and Workplace Conduct to add section CC-15 as follows: “Changes to the Code of Conduct: Any changes made to the Code of Conduct shall be done in consultation with the Port of Seattle Commission.”
- 2) The Port of Seattle Commission hereby amends the Port of Seattle Code of Ethics and Workplace Conduct, Section CC-04(II)(D) “Exceptions to \$50 Limit on Gifts,” as follows:

“Occasional Gifts in the form of food and beverage in the ordinary course of meals where attendance by the employee is related to the performance of official duties. ~~For senior managers only, Occasional Gifts may include the cost of admission to a performance or event where attendance by the senior manager is related to the performance of official duties.~~ If you have a question about whether attendance is related to official duties, please consult with the Workplace Responsibility Officer. Gifts in the form of food, and beverage, ~~and/or the cost of admission~~ that exceed \$50 per person on a single occasion shall be reported to the Workplace Responsibility Officer on the Gift Disclosure Form. “Occasional” means not more than four to six times per year with the same business partner.”

- 3) When potential conflicts of interest, reported concerns, or alleged violations of the Port’s Workplace Responsibility policies pertain to the CEO, the Port shall report those matters to the President of the Commission. The President of the Commission shall have the discretion to refer such matters to an outside party.

**STATEMENT IN SUPPORT OF THE MOTION**

The Port of Seattle’s Code of Conduct has been drafted to comport with generally accepted standards of ethics and accountability, and our Port values. Through this motion, the Commission exerts stronger control over that Code of Conduct. Our statement of values was

developed by the Port employees to guide and shape the Port's philosophy and culture. We intend for these values to be reflected in all of our business transactions, our community interactions, and our workplace.

Workplace responsibility policies are generally managed by the Port of Seattle's legal department. The legal department is led by the Port's General Counsel, who reports directly to the CEO. Going forward, the Commission expects to be informed of any reported complaints or concerns involving the CEO. The Commission intends include the discretion of the Commission in the decision structure surrounding the determinations as to whether a preliminary and full investigation is necessary when the CEO is involved. The Commission does not intend to supplant the expertise of our current investigative teams as to how the Port can appropriately shape a reporting and/or investigation structure to ensure trust, confidentiality when needed, and respect. Instead, the Commission wants to ensure a sufficient level of investigatory independence when a complaint against the CEO is submitted.