



## 2019 Torch Award for Excellence in Ethics Nomination Overview and Instructions

### **Award Description**

Torch Award for Excellence in Ethics is an annual award given by the New Orleans Ethics Review Board in recognition of outstanding commitment to promoting ethical culture within city government and on city boards and commissions.

### **Award Eligibility**

All city departments, boards, and commissions are eligible to submit a self-nomination packet for the Torch Award.

### **Selection Process and Timeline**

Nominations will be reviewed by an independent panel composed of ethics experts and other distinguished community members. The Award will be given based on the strength of the nomination packet, as outlined in the sections below.

Printed copies of the completed packet should be delivered to 525 St. Charles Avenue, New Orleans, Louisiana 70130 no later than **4pm on June 28, 2019**. Nomination packets submitted after the deadline will not be considered.

The selection of the Award winner will be made by July 31, 2019 and the award will be presented at the New Orleans Ethics Review Board Awards Luncheon to be held in October 2019.

### **Questions and Inquiries**

Questions and inquiries about the nomination and selection process should be directed to Dane S. Ciolino at [dane@daneciolino.com](mailto:dane@daneciolino.com) or (504) 975-3263.

### **Nomination Packet Required Sections and Instructions**

To be considered for the Torch Award for Excellence in Ethics you will need to submit a nomination packet with information about your department, board, or commission (hereafter referred to as your “agency”). The requirements for each section of the packet are outlined below.

At the beginning of each section, please insert a blank section header page with the title “Section X”, where “X” is the section number. It should be noted that all sections may not be applicable to

your agency and that not having examples of actions taken for a particular section of the nomination packet does not disqualify the agency from consideration for the Award. In cases where no examples are available for any part of a given section, simply insert the comment “Not applicable” under the title of the section on the section header page.

### Section 1

Please provide a narrative describing the agency leadership’s commitment to ethics and provide documentation of the leadership telling the agency’s story as it relates to promoting a culture of ethics. Examples of documentation could include: speeches, correspondence, or other communications from the agency head and/or other senior officers to employees and/or constituents.

### Section 2

Please provide your agency’s mission statement and/or statement of values and a narrative describing how your agency uses its mission statement and/or statement of values to promote honesty, integrity, and compliance with the law. If your agency doesn’t have a mission statement and/or statement of values, please provide any other documents that guide the agency’s commitment to ethics.

### Section 3

Please provide a narrative that describes whether and how ethical conduct by employees is measured and shows that employees throughout the organization understand and accept the agency’s ethical standards. Please provide any documentation that outlines the agency’s ethical standards and expectations of employees; examples could include: publications, employee handbooks, and/or training courses. Also include any ethics-related survey results or internal ethics audits that highlight employees’ understanding and alignment with the agency’s ethical standards.

### Section 4

Please provide a narrative that describes any examples of how ethical issues are being addressed proactively by empowering employees, constituents, and others to use existing mechanisms to bring ethical problems to the attention of management. Also include any available examples of how managers use existing mechanisms for resolution of issues to ensure fair and consistent treatment of those involved.

### Section 5

Please provide a narrative description of examples of ethics in action as demonstrated by the agency’s response to a specific challenge affecting its operations, or by evidence of how ethical decision-making is a part of the department’s everyday operations, philosophy, and culture.

### Section 6

Please provide a description of any additional innovations or actions the agency is taking that highlights its commitment to ethics and which the award selection committee should take into account.