



## **ABL / MBL Code of Ethics**

*Believing that increased cooperation between business licensing officials and other officials and organizations, locally, nationally, and internationally, is vital to the structure of any business licensing entity, I do hereby subscribe to the following principles and ethics which I affirm will govern my personal conduct as a state business licensing official:*

- To uphold constitutional government and the laws and ordinances of my community;
- To properly follow all state business licensing rules and regulations;
- To so conduct my public and private life as to be an example to my fellow citizens;
- To impart to my profession those standards of quality and integrity that the conduct of the affairs of my office shall be above reproach and merit public confidence in my organization and the public being served;
- To strive consistently to improve the administration of the affairs of my office with applicable laws and through sound management practices to produce continued progress to fulfill my responsibilities to my community and others;
- To treat taxpayer information as confidential regarding gross sales of a business;
- To be sufficiently educated in the license ordinance, applications, fees and permits in order to fully explain them to the public;
- To attend educational seminars or other licensing organization meetings regarding licensing changes, education and accreditation;
- To treat the tax-paying public equally and fairly in regards to licensing, rates and penalties. To seek or dispense no personal favors;
- To be ever mindful of my neutrality and impartiality rendering equal service to all and to extend the same treatment I wish to receive myself;
- These things I, as a Business Licensing Official, do pledge to do in the interest and purposes for which our government has been established.

**I acknowledge that the ABL/MBL designations are subject to revocation or other action under the Policy and Procedure on Revocation of ABL/MBL Designations, and I agree to abide by that Policy and Procedure.**

Signature \_\_\_\_\_

Date \_\_\_\_\_