



PERSONNEL RULES AND REGULATIONS

RULE 6: <i>General Terms and Conditions</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 3: <i>Code of Ethics</i>	Pages: <i>1 of 1</i>

Section 1: Introduction

Employees should conduct themselves ethically, honestly, and with integrity in all dealings. They need to be fair and principled in their interactions and to act in good faith with others both within and outside the County.

They should act with due recognition of their position of trust and loyalty with respect to the County and its citizens, fellow employees, vendors, and the general public. When in doubt about the propriety of a proposed course of action, employees should seek counsel from their Department Head who shall assist in determining the right and appropriate course of conduct.

Section 2: Code of Conduct Expectations

Employees are expected to:

- A. Practice honesty,
- B. Maintain a professional demeanor,
- C. Respect the dignity and well-being of others,
- D. Comply with applicable governmental laws, rules, and regulations,
- E. Respect and safeguard the rights and properties of others as well as the County's,
- F. Prohibit discrimination while respecting the differences in people,
- G. Practice personal and professional integrity,
- H. Respect and protect the County's confidential and/or privileged information,
- I. Perform work in the best interest of the County, and
- J. Promptly report, internally, any code violations to their Department Head or the Human Resources Director.

Section 3: Violating the Code of Ethics

Employees found to be violating this Regulation shall be subject to disciplinary action, up to and including termination.