I. PURPOSE:

The purpose of this policy is to establish a code of conduct for Gila County employees.

II. APPLICABILITY:

This policy applies to all Gila County elected officials and employees.

III. POLICY:

It is the policy of Gila County to establish the Standards of Conduct expected of all County employees to create an environment of honesty, integrity, and impartiality. This Standard is essential to assure the proper performance of County business and the maintenance of confidence by citizens in their County Government.

SIGNATURE:

CHAIRMAN, BOARD OF SUPERVISORS **DATE** 1/5/16

IV. PROCEDURES:

A. Employees shall be courteous, considerate and prompt in dealing with and serving the public and other Gila County employees.

B. Employees shall not conduct themselves in a manner that will bring discredit or embarrassment to the County, both on and off the job.

C. An employee's official position shall not be used for personal gain. Public influence and/or confidential or "inside" information must never be turned to personal advantage.

D. Employees shall observe the applicable laws and regulations governing participation in political activities and conflict of interest. Employees shall avoid any discrimination because of race, color, religion, sex, national origin, age, disability.

E. Employees shall economically utilize, protect and conserve property of Gila County entrusted to them, and conduct all their official activities in a manner which is above reproach and free from any indiscretions or acceptance of gratuities or favors which cast doubt or suspicion upon themselves or the County.

F. Employees shall not perform any work in a private capacity which may be construed by the public to be an official act without prior written approval of the Appointing Authority.

G. Employees must never permit themselves to be placed under any kind of personal obligation, which could lead any person to expect official favors of the employee's position with the County.

H. As public servants, Gila County employees should carry out their duties in a manner which would withstand public scrutiny. Some employees handle confidential County-related or employee-related documents while others handle sensitive matters, such as health records and investigations. Consequently, employees should maintain the confidentiality of matters they handle assuring information about these activities is made public only upon appropriate authorization.

I. For the protection of employee privacy, the use of personal cameras, including phone cameras, audio recorders or other photographic, video or audio recording devices in the workplace is prohibited unless otherwise authorized in advance by the Appointing Authority for use for a specific business purpose.

J. Employees may not solicit any other employee during working time, nor may employees distribute literature in work areas at any time.