

RULE 6 – Standards of Conduct

This policy covers all employees in the classified and unclassified service as defined in the Gila County Merit System Rules and Policies Manual without regard to regular, temporary, part-time, probationary or emergency status, although nothing in this policy waives the at will status of an unclassified employee.

- 6.1 General. In addition to statutory prohibited conduct, a violation of the standards of conduct listed in sub-section 2, 3 and 4 below, is cause for discipline or dismissal of a County employee.
- 6.2 Required Conduct. County employees shall:
 - A. Maintain high standards of honesty, integrity, and impartiality, free from any personal considerations, prejudice, personal ambition, favoritism, or partisan demands.
 - B. Be courteous, considerate and prompt in dealing with and serving the public.
 - C. Conduct themselves in a manner that will not bring discredit or embarrassment to the County.
- 6.3 Prohibited Conduct. County employees shall not:
 - A. Use their official position for personal gain or attempt to use, or use, confidential information for personal advantage.
 - B. Permit themselves to be placed under any kind of personal obligation which could lead any person to expect official favors.
 - C. Perform any act in a private compensated capacity related to the employee's scope of work at the County which may be construed to be an official act without prior written approval of the Board of Supervisors.
 - D. Accept or solicit, directly or indirectly, anything of economic value as a gift, gratuity, favor, entertainment, or loan which is, or may appear to be, designed to influence the employee's official conduct. This provision does not prohibit acceptance by an employee of food, refreshments, or unsolicited advertising or promotional material of nominal value.
 - E. Directly or indirectly use or allow the use of County property of any kind, including property leased to the County, for other than official activities. All employees have a positive duty to protect and conserve County property, including equipment, supplies, and other property entrusted or issued to them.
 - F. Engage in outside employment or other activity which is not compatible with the full and proper discharge of the duties and responsibilities of County employment, or which tends to impair the employee's capacity to perform the duties and responsibilities in an acceptable manner.
 - G. Inhibit a County employee from joining or refraining from joining an employee organization.

6.4 Conflict of Interest.

- A. Conflict of interest laws (A.R.S. §38-501 et.seq.) must be scrupulously observed. Employees must disclose their interest, if any, in the official records of Gila County and shall not participate in or vote for any contract, sale, purchase, or service in which they have an interest.