

Subject: CODE OF CONDUCT

Date: March 28, 2018

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Replaces Policy Dated: August 21, 2008

PURPOSE: To establish a code of conduct for the Pinal County employees.

SCOPE: This policy applies to all Pinal County employees.

STATEMENT OF POLICY: County employees must manage business and personal affairs as to avoid situations that might lead to conflict, or the appearance of conflict, between self-interest and public duty.

PERFORMANCE OF DUTIES: As public servants, employees must perform their duties and responsibilities in a fair and equitable manner.

A. Employee shall:

1. Perform official duties diligently during the hours the employee is paid to work for the County.
2. Always perform their duties with courtesy and respect toward the public and co-workers, without bias or prejudice, manifested by words or conduct, based upon race, religion, national origin, gender, sexual orientation, disability, or political affiliation.
3. Perform their duties impartially irrespective of close personal relationships, position, partisan interests, public opinion or fear of criticism or reprisal.
4. Act with honesty and truthfulness.

B. Employees should not:

1. Use County resources for private use.
2. Use or attempt to use their official position to secure unwarranted privileges or exemptions.
3. Accept, solicit, or agree to accept any gift, favor or anything of value with the understanding that the official actions, decisions or judgment of any employee will be influenced.
4. Request or accept any fee or compensation, beyond that received by the employee in their official capacity, for advice or assistance given in the course of their public employment.
5. Exceed the authority of their official role to assist private entities or individuals in dealings with Pinal County where this would result in preferential treatment.

6. Grant or make available any special consideration, treatment, advantage, favor, service, or thing of value beyond that which is commonly granted to the public at large, unless specifically authorized by statute, ordinance, or regulation.
7. Treat any individual more or less favorably because of their race, color, religion, national origin, age, sex, disability, sexual orientation, political affiliation.
8. Employees shall not be insubordinate, willfully disobedient, or fail to follow reasonable direction from a supervisor.

C. Use of Public Property:

1. A Pinal County employee should not, directly or indirectly, use or allow the use of County property (including leased property) for anything other than official activities.
2. Pinal County is not permitted to use its personnel, equipment, materials, buildings, or other resources for the purpose of personal gain or influencing the outcome of elections. (ARS § 11-410.)
3. Each individual has a duty to protect and conserve County property, including equipment, supplies, and other property entrusted to them.

D. Confidentiality:

Employees should maintain the confidentiality of matters they handle assuring information about these activities is made public only upon appropriate authorization.

E. Solicitation:

Solicitation and fundraising are covered in PCPP 8.71.

F. Duty to Report:

If an employee has information related to a violation of law, loss or waste of County money or property, falsified documents or any specific danger to public health or safety or which could cause imminent and/or substantial harm, they shall immediately contact the Human Resources Director or the County Manager or their designee.

NOTE: Separate policies cover CONFLICT OF INTEREST, OUTSIDE EMPLOYMENT, and POLITICAL ACTIVITY.