

Subject: ETHICS IN COUNTY SERVICE

Date: February 27, 2008

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Replaces Policy Dated: N/A

PURPOSE: To establish guidelines for Pinal County employees to identify, disclose, avoid, and manage conflicts of interest as required by law.

SCOPE: This policy applies to all Pinal County employees, elected and appointed officials, volunteers, and the members of appointed boards, committees, and commissions,

POLICY: All Pinal County employees elected and appointed officials, volunteers, and the members of appointed boards, committees, and commissions, shall maintain unquestionable standards of high personal integrity, truthfulness, honesty and fairness in the exercise of their official responsibilities. All individuals covered by this policy are expressly prohibited from accepting improper personal gain as a result of their position, or in connection with information received, by virtue of their service with Pinal County.

- All public servants shall carry out the public's business in a manner that benefits the public interest and the common good.
- They shall uphold the United States Constitution and the Constitution of the State of Arizona.
- They shall impartially carry out all Federal, State, and County laws and ordinances in an effort to foster respect for all levels of government.
- They shall not exceed their authority, breach the law, act dishonestly, nor directly or indirectly request others to do so. They shall observe the highest standards of ethical behavior and discharge faithfully their duties and responsibilities, regardless of personal considerations, and shall avoid circumstances that create an appearance of impropriety.
- They shall protect the County's assets and its reputation through professional and personal conduct that is above reproach. This means treating co-workers and all members of the public with respect, courtesy, fairness, honesty, and integrity.

A county government, which upholds high standards of integrity and impartiality, is a cornerstone of the democratic way of governance. To this end the County has published policies to provide meaningful guidance to employees, elected and appointed officials, volunteers, and the members of appointed boards and commissions. They are meant to assist all of us in making the ethical decisions that face each of us every day. A personal commitment to sound, ethical decisions is essential to Pinal County's continued long term success. Maintaining the County's reputation for integrity is a crucial factor in maintaining the public's trust, and each employee, elected and appointed official, volunteer, and member of an appointed board is a personal steward of that reputation.

Policy	Title
1.30	Political Activity
1.40	Outside Employment
2.40	Computer Software Management
2.50	Electronic Mail and Scheduling System
2.60	Internet Access and Usage
2.80	Confidentiality and Employee Records
2.85	Cost Recovery for Release of Public Data
3.10	Equal Employment/Affirmative Action
3.15	Unlawful Discrimination

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3.20	Nepotism
3.30	Code of Conduct
3.35	Conflict of Interest
3.40	Workplace violence
3.50	Hours of Work
3.80	Gift Policy

If an employee believes that the provisions of these Policies are not being followed, he or she should report the concern to their supervisor. In the event that the subject of your concern involves a violation of law, embezzlement, contract fraud, kickbacks, falsified documents, or (if left unaddressed) will cause imminent and substantial harm, you should immediately contact the Human Resources Director (866-6228), the County Internal Auditor (866-6971), the County Managers Office (866-6221) or the confidential Pinal County Silent Whistle hotline (877) 874-8416.