

Subject: CODE OF CONDUCT

Date: August 21, 2008

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Replaces Policy Dated: July 10, 1993

PURPOSE: To establish a code of conduct for the basic guidance of Pinal County employees concerning matters affecting their work.

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

SCOPE:

PERFORMANCE OF DUTIES: As public servants, each of us must perform our duties and responsibilities in a fair and equitable manner. This means:

Employees should perform official duties diligently during working hours.

Employees should always perform their duties with courtesy and respect for the public and for co-workers and without bias or prejudice, manifest by words or conduct, based upon race, religion, national origin, gender, sexual orientation, disability, or political affiliation.

Employees should seek to maintain and improve their personal and professional growth and development and that of their co-workers through cooperation and participation in educational programs relevant to their duties and through any licensing or certification required for their position.

Employees should perform their duties impartially in a manner consistent with law and the public interest unswayed by kinship, position, partisan interests, public clamor, or fear of criticism or reprisal.

Each employee should use the public resources, property, and funds under the employee's control and responsibility for the public purpose intended by law and not for any private purpose.

All duties shall be performed with honesty and truthfulness without falsification in any manner.

ABUSE OF POSITION Employees should not:

Use or attempt to use his or her official position to secure unwarranted privileges or exemptions.

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.

Request or accept any fee or compensation, beyond that received by the employee in his or her official capacity, for advice or assistance given in the course of his or her public employment.

Not exceed the authority of his/her official role to assist private entities or individuals in their dealings with Pinal County where this would result in preferential treatment to any person or organization;

Not 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;

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Not permit anyone to be placed under any kind of personal obligation that could lead to expectations of official favors;

Not treat any individual more or less favorably because of their race, color, creed, religion, national origin, age, sex, disability, political affiliation, or the exercise of rights secured by the First Amendment of the United States Constitution;

Use of Public Property

A Pinal County employee or appointee should not, directly or indirectly, use or allow the use of County property (including leased property) for anything other than official activities. Pinal County is not permitted to use its personnel, equipment, materials, buildings, or other resources for the purpose of influencing the outcome of elections. (ARS § 11-410.)

Each individual has a duty to protect and conserve County property, including equipment, supplies, and other property entrusted to them. This includes:

- Computer equipment (computer, printers, scanners);
- Telecommunications equipment (phones, cellular phones, pagers, radios);
- Motor vehicles (or travel reimbursement);
- Fax machines;
- Office supplies;
- Mail systems (internal, external, voice or electronic);
- Paid employee work time;
- Audio-visual equipment (cameras, VCRs, TVs, tape recorders);
- Copy machines.

CONFIDENTIALITY

As public servants, Pinal County employees should carry out their duties in a manner, which would withstand public scrutiny. Nevertheless, 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.

REPORTING

If an employee has information related to a violation of law, embezzlement, contract fraud, vendor kickbacks, loss or waste of County money or property, falsified documents or any specific danger to public health or safety, he or she should immediately contact the Pinal County Internal Audit Officer 866-6971, the Human Resources Director (at 866-6228), or the County Manager (at 866-6221).

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