

DAVIS COUNTY CODE OF CONDUCT

Davis County Government, like any other large enterprise, must maintain certain rules of conduct. These rules are essential to the successful operation of our organization, and they require the full cooperation of all employees. They define our rights and responsibilities as employees and ensure our effectiveness as a working team.

No employee shall be excused from observing the rules of conduct. This code of conduct will be uniformly applied to all Davis County employees. When a rule is violated, the facts and circumstances of the individual case will be considered and depending on the severity of the infraction, disciplinary action ranging from a warning to a dismissal may be applied.

The Office of Personnel Management will issue each new employee a copy of this code. The employee's signed agreement to comply with the following rules of conduct will be contained in their file in the Personnel Office.

Standards of Conduct

1. Employees are expected to apply themselves fully to their assigned duties during the work schedule for which they are being compensated.
2. Employees shall meet the performance standards established for their positions and shall report to their supervisors conditions or circumstances that would prevent them from performing their jobs effectively or from completing their assigned duties. Employees shall also bring to their supervisors' attention any unclear instructions or procedures that are not completely understood.
3. Employees are expected to make prudent and frugal use of County funds, equipment, vehicles, buildings, supplies, and other resources. Supervisors are also expected to effectively and efficiently manage employees and volunteers.
4. Employees shall observe all work rules established by their departments.
5. Employees shall comply with all County Personnel policies, rules, and regulations.
6. Employees shall comply with all County Financial Policies, rules, and regulations.
7. Employees shall comply with all Davis County Ordinances.

Records and Information (See Davis County Code Chapter 2.36)

Employees shall comply with the Davis County Government Records Management Ordinance when handling County records. Generally, the release of records shall only be done with approval of the Administrative Officer. County employees who are involved with information of public interest may not use this information for personal gain nor to benefit friends or acquaintances. If an employee has an outside interest which may be affected by or affect any Davis County program or activity, the employee must report this situation immediately to their Administrative Officer. Employees having access to privileged or confidential information are charged with the responsibility of ensuring that this information is released only to those individuals who are duly authorized to receive it. All records containing personal

information (e.g., personnel records, medical records, test scores, criminal records, and salary information) shall be handled with strict confidentiality.

Financial Policies and Procedures (See Financial Policies and Procedures - Budget and Financial Policies and Procedures - Expenditure of Budgets)

Employees shall comply with the Davis County Government Financial Policies and Procedures when budgeting, receipting, contracting, or otherwise recording and expending County funds. Generally, the Administrative Officer will supervise and approve the functions and security requirements involved. Any questions related to the budget and financial policies and procedures should be directed to the Clerk Auditor's Office.

Equipment, Property, Supplies (See County Code Chapter 2.42)

No employee shall receive or take any equipment, property, or supplies for personal benefit regardless of whether item is considered to have value or to be surplus. All property, equipment, and supplies shall be purchased and disposed of in compliance with County Code Chapter 2.42.

Alcohol & Drugs (See Discipline Policy, #250)

Employees shall not report to work under the influence of alcohol or drugs. Employees shall not use alcohol or drugs while at work except for those drugs lawfully prescribed by a physician which do not impair performance. Illegal drug possession or use outside the County workplace or illegal drug possession or use not resulting in a criminal conviction may also result in disciplinary action which may include termination. Employees taking a drug which may impair them must report the use of such drug to their Administrative Officer before starting work each day.

Drug Free Workplace (See Drug Free Workplace Policy, #340)

Employees shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of illegal drugs and controlled substances in the Davis County Workplace. Employees are required to notify their supervisor of any illegal drug or controlled substance criminal convictions, resulting from a violation occurring in the County workplace, no later than five (5) days after the conviction. Employees convicted of illegal drug or controlled substance violations in the County workplace are subject to appropriate disciplinary action, up to and including termination from County employment, or being required to satisfactorily complete a drug abuse assistance or rehabilitation program. Failure to report a conviction may subject the employee to separate disciplinary action. The County will notify departments or agencies of the Federal Government through which it receives Federal grant or contract monies of any employee criminal drug statute convictions occurring in the County workplace. The County has an established drug-free awareness program.

Telephone Use (See Discipline Policy, #250)

Personal telephone calls by employees are permitted if they are very short, infrequent, and limited to local areas. Employees are not allowed to make personal long-distance calls at County expense.

Personal Mail (See Discipline Policy, #250)

Employees shall refrain from using their work address for personal mail. County stationery and letterheads shall not be used for personal or unauthorized correspondence. The County postage meter shall not be used for the mailing of personal correspondence.

Tardiness (See Attendance Policy, #220)

Tardiness causes the workday to begin in a disorganized manner, both for you and for those who work with you. For this reason, tardiness is considered a serious problem and is subject to disciplinary action.

On-The-Job-Injuries (See Workers' Compensation Policy, #190)

Any employee injured on the job shall report the fact immediately to their supervisor. If the injury requires immediate medical attention, the employee shall be taken to a Workers' Compensation Preferred Provider physician or hospital. Employees are required to use a Workers' Compensation Preferred Provider for their initial visit to a health care provider. Employees failing to use a Preferred Provider may be responsible for all costs incurred. A list of Preferred Providers is available in every department.

Outside Employment (See Outside Employment Policy, #270)

Employees may obtain other employment in addition to their jobs with Davis County, however, any outside employment shall be of such a nature that it will not affect the health, efficiency, effectiveness, or availability of employees in their positions with the County. In addition, employees may be required to modify or terminate outside employment if the Administrative Officer determines that the additional employment is not in the County's best interest. Employees shall not engage in outside employment activities while on duty. Employees are prohibited from using County buildings, vehicles, uniforms, supplies, or equipment in any outside employment.

Outside Compensation or Gifts (See Utah Code Annotated 67-16-5)

No public officer or employee shall knowingly receive, accept, take, seek, or solicit, directly or indirectly, any gift, compensation, or loan for them self or another if it tends to influence them in the discharge of duties. Exceptions to this are: an occasional non-pecuniary gift, having a value of not in excess of \$50 or an award publicly presented in recognition of public services.

Harassment (See Harassment Policy, #300)

It is the policy of Davis County that harassment of any person based on race, color, religion, age, sex, national origin, disability, status as a veteran, or any other protected status is strictly prohibited, whether directed at an employee, a vendor, or member of the public. Employees shall conduct themselves in a manner which cannot be construed to be harassment towards another person. Sexual harassment consists of unwanted verbal and physical conduct, unwelcome sexual advances, causing a hostile, intimidating, or offensive working environment or making submission to such conduct a condition of employment. "Harassment" includes but is

not limited to, epithets, slurs, derogatory comments or jokes, intimidation, negative stereotyping, threats, assault or any physical interference with an employee's normal work or movement, directed at individual employees, their relatives, friends or associates. Harassment may also include written or graphic material placed on walls, bulletin boards or elsewhere on the County's premises or circulated in the workplace that denigrates, shows hostility or aversion towards an individual or group because of the characteristics identified in Policy Statement. Critical or negative remarks made about an employee's performance and not based on characteristics identified in Policy Statement are not Harassment.

As a condition of employment, employees must complete the County's Harassment Sensitivity Training Course within six (6) months of their employment/appointment date and must repeat the course every three (3) years. Failure to attend required training may result in disciplinary action which could include termination of employment.

Computer Policy (See Computer Usage Policy, #465)

All files created, accessed, or stored on a County computer are considered County property. Administrative Officers are allowed to review files on computers in their departments. The County reserves the right to monitor all files on computers. Employees are advised that there is no right to privacy when using a County computer. Employees are cautioned that entering or maintaining information that is offensive, threatening, or harassing is prohibited. Entering or maintaining information on a County computer which is inimical to public service is prohibited. Employees shall not use a County computer for political activity, self-employment, or other employment.

Employees shall use computer software only in accordance with the license agreement. Copying software licensed to, or developed by, Davis County for home computer use or any other purpose is prohibited. Employees shall not download software from the Internet onto a County computer or load software onto a County computer without authorization from Information Services. Bringing software from home computers to run on Davis County computers is also prohibited. Only authorized individuals may purchase, move, alter, or repair computer equipment and wiring. Employees cannot post information to the Internet without Administrative Officer approval.

Workplace Violence Policy (See Preventing Workplace Violence Policy, #355)

Davis County prohibits workplace violence, or the threat of violence, by any of its employees, customers, the general public, and anyone else who conducts business with the County. It is the intent of Davis County to provide a workplace which is free from intimidation, threats, or violent acts.

Workplace violence includes, but is not limited to, verbal abuse, harassment, threats, physical attack, or property damage. A threat is the expression of an intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is contingent, conditional, or future. Any statement or act deemed offensive enough to create a hostile, abusive, or intimidating work environment may be interpreted as a threat. Physical attack is unwanted or hostile physical contact with another person such as hitting, fighting, pushing, shoving, or throwing objects.

Property damage is any damage to property owned by the County or an individual.

The following guidelines are suggested actions to follow to reduce the potential for workplace violence:

A. If a person becomes angry, the employee should courteously attempt to calm the person down by explaining that they would like to help them resolve their concerns and that if they each can communicate calmly this is likely to happen. If that does not work, the employee should get their supervisor involved or call for assistance from another employee.

B. If a person is threatening bodily harm, the employee should attempt to leave the scene, if it can be done safely. The employee should notify another employee or supervisor if possible. If the supervisor is unaware of the situation, the employee should notify the supervisor as soon as it can be done safely. Every employee is authorized and encouraged to call 911 when necessary. Employees should inform the dispatcher who they are, where they are, and what is happening. The dispatcher will provide further instructions.

As a condition of employment, employees must complete the County's Workplace Violence Prevention Training Course within six (6) months of their hire/appointment date. Failure to attend required training may result in disciplinary action which could include termination of employment.

Overtime (See Overtime & the Fair Labor Standards Act Policy, #230)

Employees will receive compensatory time in accordance with FLSA regulations and Personnel Policy and Procedure #230 pursuant to FLSA classification.

Identification Badges (See Identification Badges Policy, #105)

Employees will wear and display their Identification Badge in accordance with Personnel Policy and Procedure #105. New badges and access cards will be issued to employees every five years for reasons of normal wear and tear. New badges also may be issued due to significant changes in employee appearance. The County will replace one badge and one access card lost or damaged by an employee. Subsequent replacements will cost the employee \$10 each. Employees must report all lost or found badges immediately to the Personnel Office. Badges and access cards are the property of Davis County and must be returned when employment is terminated. A \$25 charge will be deducted from the final paycheck for each badge and access card not returned.

Safe Driving Practices (See Transportation Policy #210)

Employees are required to operate vehicles in a safe manner at all times when on County business. Employees are encouraged to drive in a safe, reasonable, and defensive manner. When operating a vehicle while on County business, employees will maintain their full attention to driving activities. No phase of the job requires more urgent attention than driving in a safe manner when operating a vehicle. Employees shall comply with all traffic regulations, except as authorized for emergency vehicles. Before daily use of a County vehicle, drivers shall inspect the vehicle for visible damage, inoperable lights, under-inflated tires, or any other noticeable condition, which may create an unsafe situation.

All employees must avoid driving while distracted. Except for situations involving public

safety emergencies, the use of cell phones, computers, PDA's and other similar devices is prohibited while the vehicle is in motion. Employees are encouraged to stop driving and pull off to a safe area to use a cell phone in the vehicle. Employees using a cell phone or other electronic device while driving must continue to operate the vehicle in a safe manner while using the device. Employees found responsible for at-fault driving accidents while using electronic devices shall be presumed to be in violation of this policy.

Signature

I understand there is a copy of the County Personnel Policies and Procedures and the Davis County Merit System Ordinance in my department which I have access to. I also understand that the Personnel Policies and the Merit System Ordinance are available on the County's intranet page at "<http://dc/dc/>".

I agree to submit to a physical examination, if required. I understand that no contract exists between Davis County and myself with respect to length of employment, salary ranges, movement within salary ranges, employee benefits, or other conditions of employment.

I understand that from time to time a newsletter may be attached to my pay statement and that this newsletter is one of the ways that the County will communicate with me. I understand I am responsible to read the newsletter because there is an assumption that if an item is published in the newsletter, that I have been given notice and am familiar with the material contained therein.

I acknowledge that I have read and understand the Davis County Code of Conduct and that I agree to comply with all of its provisions. I understand that I may be disciplined (which may include termination) for violations of this Code of Conduct or other Davis County policies and procedures. I agree to be responsible for County property and equipment issued to me and to pay for property and equipment not returned.

Employee Signature

Date