Board of Supervisors Memorandum

September 3, 2013

Proposed Workplace Ethics, Conduct and Compliance Policy

Background

The Human Resources Department (HR) drafted a *Workplace Ethics, Conduct and Compliance* Policy to replace the existing Board of Supervisors Policy C 2.1 – *Code of Ethics* dated April 14, 1992. The replacement of the existing policy with this new policy is a critical component in a comprehensive ethics awareness campaign being undertaken by HR. Following approval of a new ethics policy, HR will implement the following ethics-related initiatives:

- Updates to ethics-related County directives (there are 16 ethics-related County directives cited at the end of the proposed Ethics, Conduct and Compliance policy);
- Addition of an ethics component to New Employee Orientation;
- Addition of an ethics component to mandatory management training;
- A Countywide email distribution containing several critical directives to include, but not be limited to ethics, harassment prevention, bullying prevention, workplace violence prevention, email, and computer use; and
- Creation of an online Ethics Handbook with links to the Board of Supervisors Policy on ethics and all-ethics related County directives.

Updating the existing policy is a critical first step toward ensuring a continued fair, ethical and accountable local government for Pima County, as well as the best first element in the implementation of the aforementioned ethics-related initiatives.

Recommendation

I recommend the Board of Supervisors approve the Workplace Ethics, Conduct and Compliance Policy, which updates the existing Code of Ethics Policy (C 2.1).

Respectfully submitted,

C.H. Huckelberry
County Administrator

CHH/mjk – August 23, 2013

Attachment

c: Allyn Bulzomi, Director, Human Resources

PIMA COUNTY, ARIZONA
BOARD OF SUPERVISORS POLICY

Subject: Workplace Ethics, Conduct and Compliance	**Policy Number**	**Page**
	C 2.1	Page 1 of 3

Purpose:

The provisions of this policy and related procedures are intended to achieve fair, ethical and accountable local government for Pima County.

Policy:

It is the policy of the Board of Supervisors to attain a balance that encourages good conduct through effective leadership, clear and comprehensive standards, education and appropriate enforcement mechanisms.

All employees of Pima County shall maintain the highest ethical standards in the conduct of County business and avoid circumstances that may create an appearance of impropriety or cause members of the public to have a negative opinion of the County. While acting in their official capacities and in the discharge of their duties, County employees are expected to be professional, respectful, fair, unbiased, honest, civic-minded, service-oriented, and fiscally responsible at all times.

Declaration:

Pima County will not tolerate any behavior in the workplace that constitutes unethical conduct or behavior as defined in this policy and related procedures.

Definitions:

Ethical workplace behavior is behavior based on a system of moral principles that conforms to the accepted standards of conduct of a society, organization and/or institution.

Unethical workplace behavior is conduct that does not conform to approved standards of professional behavior.

Examples of Ethical Workplace Behavior:

1. Conducting yourself at work according to rules that you believe should apply to everyone rather than acting on rules that only apply to you and your value set;
2. Making decisions in the County's best interests and/or withdrawing yourself from the decision-making process when a decision puts your personal interests in competition with the interests of the County;
3. When a decision could benefit a large number of people as opposed to a small group of individuals, making a decision that favors the larger group;

4. Making work-related decisions on the basis of logic and facts, as opposed to emotion, bias or outside influence and avoiding making decisions on the basis of skin color, gender, social status, linguistic ability, sexual orientation, disabilities, etc.;
5. Understanding that the County work force reflects society's diversity and requires tolerance of opinions and attitudes that differ from your own;
6. Respecting the efforts of co-workers, giving credit when merited, and avoiding claiming the achievements of others as your own;
7. Understanding that actions have consequences and considering the consequences of intended actions before taking them.

Reporting Procedure:

When an employee believes that he or she has witnessed or been made aware of unethical workplace behavior, the employee must report any and all incidents immediately to a supervisory level employee, to include his or her supervisor, division manager, appointing authority, elected official, the supervisor of the alleged perpetrator or to Human Resources Employment Rights directly.

Supervisory employees in receipt of allegations of unethical workplace behavior shall assess the severity of the conduct and determine whether Human Resources Employment Rights should be contacted. If the manager or supervisor is uncertain whether the severity of the conduct merits contacting Employment Rights, he or she should consult Employment Rights immediately.

Employees who believe they have witnessed or been made aware of unethical workplace behavior are not required to confront the alleged perpetrator of the behavior in question.

Non-retaliation

This policy prohibits retaliation against employees who report potentially unethical workplace behavior or participate in the investigation of the complaint. Any employee bringing a complaint under this policy, or assisting in the investigation of such a complaint, will not be adversely affected in terms and conditions of employment, nor discharged because of the complaint. Anyone who engages in retaliatory action will be subject to discipline, up to and including dismissal. Retaliation is defined as activity that may dissuade a reasonable person from exercising his or her obligations under this policy.

Confidentiality

To the extent feasible, information provided in the complaint and investigation process at both informal and formal levels will be treated as confidential. However, the County will disclose

information if deemed reasonably necessary to investigate and take appropriate corrective action, or to defend such corrective action, and/or if required by law.

References:

Merit System Rule 2 – General Provisions
Merit System Rule 4 – Selection - Recruitment, Announcements, and Applications
Personnel Policy 8-101 - Employment of Relatives
Personnel Policy 8-111 - Outside Employment
Personnel Policy 8-119 – Rules of Conduct
Board of Supervisors Policy C 3.10 - Computer Use
Board of Supervisors Policy C 3.12 - Electronic Mail (E-Mail)
Board of Supervisors Policy C 3.15 – Internet Access and Use
Board of Supervisors Policy D 21.1 - Equal Employment Opportunity and Affirmative Action Policy
Board of Supervisors Policy D 21.2 - Prevention of Sexual Harassment
Board of Supervisors Policy D 21.3 - Prevention of Workplace Harassment
Board of Supervisors Policy D 23.1 – Preventing, Identifying and Addressing Workplace Bullying
Board of Supervisors Policy D 29.2 – Pima County Procurement Policy
Administrative Procedure 3-19 – County Employees – Gifts
Administrative Procedure 3-26 – County Employees – Conflict of Interest
Administrative Procedure 23-17 - Loyalty Oath

Adopted on: _____