

Davis County Human Resources Policies

Standards of Conduct

1.0 Purpose & Scope

To provide professional standards of conduct as a guide for employees to carry out the business of the County. This policy applies to all Davis County employees.

1.1 Policy

Davis County employees will demonstrate the highest level of ethical, courteous, and respectful behavior. All employees have a responsibility to act in good faith and be active participants in contributing to the creation and enhancement of a community culture of respect, inclusion, civility, dignity, and understanding of the people with whom they work. Employees will conduct themselves in a manner that will not disrupt the workplace, undermine the authority of County leadership, impair productive working relationships, offend the public, offend customers, or otherwise impede the effective operation of Davis County government. Employees will actively engage in fulfilling Davis County's mission: *Providing professional service, earning public trust, and improving quality of life.*

1.2 Definitions

See Human Resources Policy #100 Definitions

1.3 Procedures

1. Standards of Conduct. Employees are expected to conduct themselves appropriately in all aspects of their job including but not limited to the following:

- a. Communicating in a respectful, supportive, and encouraging manner.
- b. Promoting and expressing civility, inclusivity, empathy, and positivity.
- c. Addressing disagreements or conflicts in an appropriate and respectful manner.
- d. Demonstrating honesty, truthfulness, and integrity.

2. Unacceptable conduct. Employees must not engage in unprofessional or inappropriate behaviors including but not limited to the following:

- a. Communicating or behaving in a manner that is offensive, abusive, disrespectful, or discriminatory in nature including but not limited to the following: intimidation or bullying; gestures, actions, comments, or jokes that are degrading, embarrassing, offensive, demeaning or insulting; deliberate exclusion of an employee from relevant work activities or decision-making; decision-making influenced by factors which have no work-related purpose; spreading false information about other employees; engaging in abusive, inappropriately loud, combative, aggressive, or threatening language or behavior; and subjecting others to ridicule or gossip.
- b. Providing false or misleading statements, misrepresenting the truth, or intentionally omitting material information while carrying out job responsibilities and administrative functions.

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- c. Refer to Human Resources Policy #250 Corrective & Disciplinary Action, Section 1.3.2. for additional behaviors that may warrant corrective or disciplinary action.

3. Work time. Employees have a responsibility to apply themselves fully to their assigned duties during their work time. Employees will:

- a. Meet the performance expectations established for their positions and report to their supervisors any 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.
- b. Observe all work rules and procedures established by their departments.
- c. Make prudent and frugal use of County funds, equipment, computers, phones, vehicles, buildings, supplies, and other resources.
- d. Wear their County identification badge in accordance with department guidelines.
- e. Operate vehicles in a safe manner when on County business.
- f. Report on-the-job injuries/incidents to their supervisor immediately.

4. Attendance. Employees have a responsibility to meet attendance expectations. Violations include the following:

- a. Excessive absenteeism and tardiness, failing to consistently start work at the designated start time, and/or quitting work early, before the scheduled end time.
- b. Improper notification when the employee will be absent, tardy, or require any other variation to their approved work schedule. In most circumstances, proper notification is no later than one (1) hour before the beginning of work, unless department rules require a different reporting time.
- c. Creating a pattern of absenteeism and tardiness, for example, routinely utilizing unscheduled leave on any specific day or days.
- d. Unpaid absences that are not protected or approved.
- e. Providing false information about the reasons for an unscheduled absence.

5. Employee Responsibility. Employees have a responsibility to comply with all Davis County policies and procedures, rules, and regulations and adhere to the following standards:

- a. Computer Use. Employees must use County computers appropriately. Refer to Human Resources Policy #465 Computer Usage. Employees are advised that there is no right to privacy when using a County computer. All files created, accessed, or stored on or through the County computer system, are considered County property. The County reserves the right to monitor all files and applications used through the County network. Administrative Officers are allowed to review files and applications accessed through computers in their departments. Only authorized individuals may purchase, move, alter, or repair computer equipment and wiring. Employees are prohibited from:

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- i. entering or maintaining information on a County computer that is offensive, threatening, or harassing.
 - ii. entering or maintaining information on a County computer that obstructs public service.
 - iii. using a County computer for political activity, self-employment, or other employment.
 - iv. copying software licensed to, or developed by, Davis County or using computer software not in accordance with the license agreement or for use outside of County functions/purposes.
 - v. downloading software from the Internet onto a County computer or loading software onto a County computer without authorization and assistance from the Information Systems department.
 - vi. bringing software from home computers to run on Davis County computers.
 - vii. posting County information and business to the Internet without Administrative Officer approval.
- b. Conflict of Interest. In compliance with the County Officers and Employees Disclosure Act (UCA 17-16A-5-8) employees and officers are required to disclose on an annual basis any outside private economic interest, the anticipation of doing business with an entity or individual regulated by Davis County or interest that has the potential to create a conflict of interest.
- c. County Funds/Resources. Employees must comply with the Davis County Government Financial Policies and Procedures when budgeting, receipting, contracting, or otherwise recording and expending County funds. Receiving or taking any County equipment, property, or supplies for personal benefit regardless of whether the item is considered to have value or to be surplus is prohibited. The County postage meter shall not be used for the mailing of personal correspondence.
- d. County Records. Employees must comply with the Government Records Access and Management Act (the Act) and Davis County's Records Access and Management Ordinance (the Ordinance) when managing County records. The release of records shall only be done in accordance with the Act, the Ordinance, or other applicable law or ordinance. Each department has a designated records specialist that can assist in this process. 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 that 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 and when authorized to do so.
- e. Drugs and Alcohol. Employees are expected to report to work free from the influence of alcohol or drugs during their work time. Employees shall not use alcohol or drugs while at work except for those drugs lawfully prescribed by a physician which do not impair performance. Refer to Human Resources Policy #350 Drug-Free Workplace Testing. Employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of illegal

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drugs and controlled substances in the Davis County workplace. Refer to Human Resources Policy #340 Drug-Free Workplace.

- f. External Employment. Employees may take on external employment opportunities with restrictions. Employees shall not engage in other employment activities during County work time or during standard operating hours on a regular basis and must comply with all aspects of Human Resources Policy #270 Outside Employment.
- g. Fiduciary Responsibility. Each employee has a fiduciary responsibility to safeguard the assets of the County. This responsibility requires that all financial transactions of the County are handled in an honest and factual manner. Each employee shall work to ensure that all financial activities and transactions are in accordance with Davis County Financial Policies and Procedures. It is the responsibility of all employees to report any financial irregularities to their supervisor. If reporting to their supervisor would create a conflict of interest, the employee shall report financial irregularities directly to the County Auditor.
- h. Gifts. Employees may accept an occasional non-pecuniary gift, having a value not in excess of \$50 or an award publicly presented in recognition of public services. Refer to the Utah Code Annotated 67-16-5. Receiving, accepting, taking, seeking, or soliciting, directly or indirectly, any gift, compensation, or loan for themselves or another, if it tends to influence them in the discharge of duties, is prohibited.
- i. Harassment, Discrimination, Retaliation, and Bullying. Employees must use civil and respectful communication. Harassment, discrimination, retaliation, or bullying of any person, whether directed at County employees, customers, vendors, or members of the general public is strictly prohibited. Refer to Human Resources Policy #300 Preventing Discrimination and Harassment.
- j. Political Activity. Except as otherwise provided by law, County employees may voluntarily participate in political activity subject to the provisions of the Davis County Merit Ordinance. All such persons may voluntarily contribute funds to political groups and become candidates for public office. The intent of this provision is to allow the individual freedom of political expression without jeopardizing public programs for which they are responsible.
 - i. No County officer or employee, whether elected or appointed may directly or indirectly coerce, command, advise, or solicit any officer or employee covered under the Merit System to pay, lend, or contribute part of their salary or compensation or anything else of value to any party, committee, organization, agency, or person for political purposes.
 - ii. No County officer or employee, whether elected or appointed, may attempt to make any officer's or employee's personnel status dependent upon the employee's support or lack of support for any political party, committee, organization, agency, or person engaged in a political activity.
 - iii. No officer or employee may engage in any political activity during the hours of employment nor shall any person solicit political contributions from County employees during hours of employment for political purposes.
 - iv. No person shall be denied the opportunity to become an applicant for a position under the merit system in any covered department by virtue of political opinion or affiliation.

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- v. No person employed by the County under the merit system may be dismissed from service as a result of political opinion or affiliation.
- vi. Nothing contained herein shall be construed to permit partisan political activity of any County employee who is prevented or restricted from engaging in such political activity by the provision of the Hatch Act.
- k. **Public Influence.** Employees must use their public position appropriately. Engaging in activities that might have an unfavorable effect on County service is prohibited. Employees must avoid any action that might result in or create the impression of using public office or position for private gain or preferential treatment.
- l. **Social Media.** Employees must follow rules regarding posting information about their job on social media accounts. Displaying information on personal websites and/or private social media accounts that identify or infer that the content is sponsored by the County is prohibited. Refer to Information Systems Policy #117 Social Media.
- m. **Threats/Acts of Violence.** Employees must interact with others in a kind and calm manner. Engaging in acts or threats of violence towards County employees, customers, vendors, or members of the general public is strictly prohibited. Refer to Human Resources Policy #355 Preventing Workplace Violence.

6. Supervisor Standards of Conduct

- a. Supervisors are expected to effectively and efficiently manage employees and volunteers.
- b. Supervisors have a responsibility to create and maintain a positive and productive work environment.
- c. Supervisors have a responsibility to address inappropriate behavior of, or towards, coworkers, contractors, volunteers, visitors, or others. Supervisors are accountable for identifying and addressing issues in a timely and fair manner. This involves coaching and counseling their employees and, if appropriate in the circumstances, taking corrective or disciplinary action. A supervisor's area of responsibility includes any matter that involves, impacts, or could potentially impact the workplace.
- d. Supervisors will:
 - i. Provide a good example by treating all with courtesy and respect.
 - ii. Promote awareness of the policies and procedures.
 - iii. Follow duty to notify requirements; refer to Human Resources Policy #300 Harassment.
 - iv. Follow supervisory requirements for FMLA, ADA, FLSA, and employee evaluations.
 - v. Ensure the accuracy of employee time records, including reporting overtime, paid or unpaid leave, and other timesheet entries.

7. Standards of Conduct Violations.

When a standard is violated, the facts and circumstances of the individual case will be considered, and depending on the severity of the infraction, corrective or disciplinary action may be considered.

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1.4. Policy History:

1. Effective Date: July 18, 2023
2. Previous Catalogue: Replaces Davis County Policies & Procedures Code of Conduct; Professionalism, Courtesy and Respect in the Workplace #103; Conduct #240; Merit Ordinance Political Activity #18.
3. Previous Revisions: 02/17/2010