
HUMAN RESOURCES
INTEROFFICE MEMORANDUM

TO: ALL DEPARTMENT HEADS
FROM: MICHELLE MILLER-KOTULA
DIRECTOR OF HUMAN RESOURCES
SUBJECT: WASHINGTON COUNTY CODE OF CONDUCT
DATE:

Please Post

Attached please find a copy of the Washington County Code of Conduct which was adopted by the Board of Commissioners on Aug. 5, 2005 per minute 772.

Please review and post it in a convenient location. Should you have any questions concerning this policy, please contact the Human Resources Department.

Thank you for your cooperation.

68-3-11 6-30V 90

1/20/05 11:00 AM

<p>COUNTY OF WASHINGTON Pennsylvania</p>	<p>WASHINGTON COUNTY CODE OF CONDUCT AND ETHICS POLICY</p>	<p>PAGE: 1 OF <u>4</u> DATE: <u>Aug. 5</u>, 2005</p>
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I. POLICY

- A. Conducting business in accordance with core values and ethical standards is a matter of significant importance to the County of Washington. Acts involving real or apparent conflicts of interest undermine the ability of Washington County to perform its important public mission. Employees, elected officials, and the public must be assured that the County operates in accordance with the highest standards. Conflicts of interest may lead to financial loss and litigation. In addition, these acts damage the reputation of the County, its elected and appointed officials, and employees. The development of policies and procedures to deter potentially conflictual situations, and a procedure for investigating and addressing allegations of such conflictual situations, is in the best interest of the County and the public. This policy serves to confirm County policy regarding deterrence, detection, and avoidance of potentially embarrassing, damaging, or illegal activity.
- B. Washington County is committed to the highest standards of conduct by and among County officials and employees in the performance of their public duties.
- C. Adherence to high ethical standards is central of the maintenance of public trust and confidence in government.
- D. This Code of Conduct and Ethics Policy should provide valuable guidance in reaching decisions which are governed, ultimately, by the laws of the Commonwealth of Pennsylvania, including the State Ethics Act, and regulations thereto, and by the dictates of the individual conscience of the public official or employee and his or her commitment to the public good.

THEREFORE, be it resolved that the Washington County Board of Commissioners hereby adopts this Code of Conduct and Ethics Policy as follows:

II. ELECTED COUNTY OFFICIALS

- A. County officials accept the responsibility that his or her mission is that of servant and steward to the public.
- B. County officials shall:
- * Properly administer the affairs of the County.
 - * Promote decisions which only benefit the public interest.
 - * Actively promote public confidence in County government.
 - * Keep safe all funds and other properties of the County.
 - * Conduct and perform the duties of the office diligently.
 - * Maintain a positive image to pass constant public scrutiny.

- * Evaluate all decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
- * Inject the prestige of the office into everyday dealings with the public employees and associates.
- * Maintain a respectful attitude toward employees, other public officials, colleagues and constituents.
- * Effectively and efficiently work with government agencies, political subdivisions and other organizations in order to further the interest of the County.
- * Faithfully comply with all laws and regulations applicable to the County and impartially apply them to everyone.

C. County officials shall not:

- * Engage in outside interests that are not compatible with the impartial and objective performance of his or her duties.
- * Improperly influence or attempt to influence other officials or employees to act in his or her own benefit.
- * Accept anything of value from any source which is offered to influence his or her action as a public official.

III. **COUNTY EMPLOYEES**

A. County employees shall devote their full time and attention to their jobs, shall maintain a professional demeanor at all times and shall maintain a respectful and helpful attitude to the public and other employees and associates.

B. Under no circumstances may an employee engage in private business during regular work hours; nor may non-County business be conducted outside regular hours in or with County offices, equipment or facilities.

C. An employee shall not solicit or accept gifts, gratuities, loans or anything of monetary value from a client or vendor except gifts of nominal or incidental value such as pens, calendars or candy.

D. An employee shall report to his or her supervisor any attempt by a client, vendor, employee or elected official to give the employee a gift, gratuity, loan or anything of monetary value and shall report to his or her supervisor any attempt to improperly influence the employee's decision or performance of his or her duties.

E. An employee shall report to his or her supervisor any directive from any supervisor that the employee believes to be improper or unethical; if such an improper or unethical directive came from the employee's immediate supervisor, the employee shall report same to the supervisor above.

IV. **PROHIBITED CONDUCT REGARDING AWARD AND ADMINISTRATION OF GOVERNMENT CONTRACTS**

No employee, officer or agent of Washington County shall participate in selection, or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

(i) the employee, officer or agent,
(ii) any member of his immediate family,
(iii) his or her partner, or
(iv) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. Washington County officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to subagreements.

V. PENALTIES FOR MISCONDUCT

Any employee's commission of an act in violation of the Code or retaliation against an individual reporting suspected violations, will result in appropriate disciplinary sanction up to and including dismissal, against the offending employee. A written record of each action taken pursuant to this policy will be placed in the offending employee's personnel file. The record will reflect the conduct and the conduct and the action taken by the County.

VI PROCEDURES FOR REPORTING, INVESTIGATING AND RESOLVING SUSPECTED CODE VIOLATION AND/OR COMPLAINTS OF RETALIATION

A. **Reporting.** Elected officials, managers, supervisors and employees are required to report suspected violations to either an immediate supervisor or to the Director of Human Resources. Supervisors, when in receipt of a report of potential violations of this policy, must immediately notify the Director of Human Resources of the report. Retaliation against an individual reporting suspected violations, or providing information during an investigation conducted under this policy is strictly forbidden.

B. **Investigation of Reports.** The Department of Human Resources has primary responsibility for all investigations involving complaints under this policy. The Washington County Commissioners may designate another individual for purposes of conducting an investigation, if necessary to further the purpose of this policy. The individual investigating potential violations shall have full authority to make any necessary investigation in accordance with applicable law and County policy and procedure.

C. **Cooperation.** Employees are required to cooperate with any investigation of suspected violation. Employees who engage in misconduct under this policy, or retaliation, or who fail to cooperate with investigations into suspected misconduct under this policy may be sanctioned up to and including dismissal. Employees, who refuse to implement remedial measures, obstruct remedial efforts and/or retaliate against individuals making a report under this policy, or witnesses, may be sanctioned up to and including dismissal.

D. **Supervisory Responsibility.** An effective policy requires the support and example of personnel in positions of authority. Managers and supervisors are expected to be aware of the policies and procedures in effect, in their areas of responsibility, to establish and maintain monitoring, review and control procedures that deter misconduct and are also expected to develop policies and procedures to detect and report acts of wrongdoing promptly should prevention efforts fail. The authority to carry out these responsibilities is not to be delegated to subordinates and accountability for effectiveness remains with managers and supervisors. Assistance in effectively carrying out these responsibilities is available from the Department of Human Resources.

VII CONTROLLING LAW

The officials and employees of Washington County are, of course, first subject to all existing laws, including the State Ethics Act and any regulations promulgated thereto. If this policy conflicts with any law or any Court or administrative ruling, said law or ruling shall be controlling.

ADOPTED this 5th day of August, 2005, per minute 772.

Larry Maggi
Larry Maggi, Commissioner

Bracken Burns
Bracken Burns, Commissioner

Co-Chairmen

Diana L. Irej
Diana L. Irej, Commissioner

ATTEST:

Michelle Miller-Kotula
Michelle R. Miller-Kotula
Director of Human Resources

Approved as to Form and Legality:

J. Lynn DeHaven
J. Lynn DeHaven
Washington County Solicitor

Mary E. Helicke
Mary Helicke
Chief Clerk

per minute # 772
dated 8-5-05