

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 2-1
Revision No.: 1

Effective: 12/12/17
Review Date: 10/26/17

STANDARDS OF CONDUCT

1. Employees of the Alachua County Board of County Commissioners will comply with all Policies described herein and related Administrative Procedures promulgated in accordance with these policies, and with all County ordinances, State statutes and federal law and regulations in their performance of duty and workplace behavior, as well as with all safety rules and standards.
2. Alachua County will be a value-driven organization dedicated to responsive, courteous customer service, recognizing the needs of our diverse workforce and the community we serve. Organizational values will be approved by the Board, communicated to all employees, and used as a guide in providing effective and efficient service.
 - a. **Mission.** Alachua County's mission is to provide responsive service to citizens and responsible stewardship of County resources for current and future generations.
 - b. **Vision.** Alachua County is committed to responsible stewardship of the resources entrusted to us by our citizens, realizing that all natural and human resources are our most valuable assets. Furthermore, Alachua County is dedicated to be transparent and responsive, creating an atmosphere of trust with the citizens we serve.
 - c. **Values.** To meet this mission, employees should recognize these fundamental values and these values should serve as a guide to employee conduct and actions where policies are silent or in apparent conflict:
 - i. Integrity. We adhere to standards of ethical conduct.
 - ii. Honesty. We are truthful, fair and open with our fellow employees and the people we serve.
 - iii. Respect. We are responsive, compassionate and courteous in all our interactions.
 - iv. Diversity. We embrace the value and power of diversity in our community.
 - v. Innovation. We are committed to the consideration and implementation of new ideas.
 - vi. Accountability. We are accountable for our behavior and the quality of work performed individually and as teams.

potential ramifications of the employee's conduct, as well as to the public's perception of such conduct.

- i. An employee who violates any of the Board of County Commissioners Policies or Administrative Procedures shall be subject to disciplinary action.
- ii. Beyond the minimum required conduct provided by many of the offenses listed under AP 9-3 Disciplinary Offenses and Penalties, the following are types of behaviors prohibited in the workplace:
 - a. Federal, State and local laws, as well as Board ordinances, prohibit the harassment of, or discrimination against, employees on the basis of race, color, national origin, religion, sex, marital status, age, disability, sexual orientation, gender identity or expression, or veterans' status. The Board of County Commissioners subscribes to the purpose and requirement of those laws, and employees will strictly comply with them.
 - b. It is also Board policy that certain types of behavior, which do not rise to the level of illegal harassment or discrimination, can be just as hurtful and counterproductive. Therefore, the Board will not tolerate any conduct or behavior that interferes with the reasonable expectations of Board employees to a professional workplace that is free from offensive, intolerant or otherwise inappropriate comments, actions or material, regardless of whether they could be found illegal under any law.
 - c. It is a violation of expected behavior rules to engage in offensive conduct regardless of the "consent" of any employee involved in the conduct, and regardless of whether the conduct is considered to be offensive or not by the object of the conduct. While laws prohibiting harassment define such conduct as "unwanted," the expectations of the Board go beyond that standard, and it will be considered a violation regardless of whether the object of the conduct is a willing participant. In short, all conduct and materials prohibited by these rules are to be kept out of the workplace.
 - d. Any requests for sexual favors for which an employee may, by virtue of his or her employment, feel pressured to grant, or for which the employee suffers adverse employment consequences for refusing, or which are so persistent or pointed that they create a hostile environment, will constitute a violation of these rules.
- iii. Board employees are expected to demonstrate integrity and impartiality, maintain confidential information and avoid the appearance of seeking personal gain or advantage in order to keep the special trust and confidence of other government officials or members of the public with whom the employee works. These employees must avoid actions on or off duty that could compromise that essential trust and confidence.

- iv. Actions by off duty employees that involve the Board in an employee's questionable behavior, such as wearing a County uniform or insignia, using Board equipment or vehicles, continuing an interaction begun while on the job, or involving the Board in the behavior in a similar way may result in disciplinary action for the employee. Additionally, each employee must recognize that, as a public employee, his or her off-duty conduct has the potential to affect the efficient operations of the Board. As such, any off-duty conduct which adversely affects the Board or reflects negatively on the Board may result in disciplinary action.
 - f. Any employee who believes that the employee has been the object of any behavior prohibited by these standards of conduct or Board Policies will immediately report that behavior to the Equal Opportunity Office, the Human Resources Department, or a supervisor. Any employee who is aware of, or suspects, the occurrence of any conduct prohibited by these standards of conduct or by Board Policies, regardless of whether or not the employee is the object of such conduct, including the receipt of outside communication or sources, is expected to report it immediately to the Equal Opportunity Office, Human Resources Department or a supervisor. No employee will suffer retaliation for having made such a report or complaint in good faith.
 - g. If it is determined that violations have occurred, Administrative Officials, or their respective designees, in consultation with each other, will take prompt, effective and appropriate remedial action, which may include disciplinary action.
 4. Work attire should complement the Board's core values, reflecting a customer-oriented and professional organization. Employees who are required to wear County uniforms shall follow the County's Uniform Administrative Procedures as well as their departmental standard operating procedures governing the issuance and wearing of uniforms.
 5. Section 104.31, Florida Statutes, shall govern political activities for persons employed by the Board of County Commissioners.
 - a. Examples of prohibited acts:
 - i. Directly or indirectly attempt to influence any other employee to contribute to or support any person or organization for political purposes.
 - ii. Directly or indirectly coerce or attempt to coerce any employee as to where they might purchase commodities.
 - b. Examples of allowable acts:
 - i. Become a candidate and actively campaign for any non-partisan elective office outside of normal work hours.
 - ii. Express an opinion on any partisan or non-partisan political subjects and candidates.
 6. Notwithstanding any provision contained herein, the County at all times reserves the right to take disciplinary action, up to and including termination, against any employee

who has engaged in conduct which is contrary to the order, efficiency, or good name of the County, or conflicts with the best and valid interests of the County, its employees, and constituents.

County Manager

County Attorney