

PROCEDURE 401-1 - GENERAL ETHICS AND CONDUCT STANDARDS

It is impossible to define every type of conduct that is expected of employees and every type of conduct that is not acceptable. The Human Resources Policies and Procedures do not attempt to do that. Johnson County Government trusts and expects its employees to do the right thing for the right reason for the public good.

Employees are expected to know and comply with the Pillars of Performance, Human Resources Policies and Procedures, other applicable County policies and procedures, department/agency/office rules, safety and security standards, and supervisor directions. Employees who fail to meet this expectation may be subject to corrective action. When in doubt about the appropriateness of an action, employees should stop and seek guidance from their supervisor, manager, department/agency/office leader, or the Department of Human Resources.

While some specific types of unacceptable conduct are identified in the Human Resources Policies and Procedures, any conduct that is illegal, dishonest, disrespectful of others, disrespectful of the County's resources, disruptive, creates an unproductive or unsafe work environment, interferes with operations, or creates or appears to create a conflict between the employee's interests and Johnson County Government's interests is inconsistent with the County's values and may result in corrective action.

Conflicts of interest may arise when employees directly or indirectly engage in business that is inconsistent with the conscientious performance of their job. Conflicts of interest may also arise when an employee's judgment is compromised because of personal or family interests. Employees must disclose all potential conflicts of interest to their department/agency/office leader and are prohibited from acting on any matter in which there is an actual conflict or under circumstances that could cause a reasonable person to perceive that a conflict exists.

Off-duty conduct that negatively impacts the County's operations or an employee's ability to perform their job duties may result in corrective action. This includes, but is not limited to, engaging in illegal conduct outside of work.

Employees may report ethical concerns to those in their chain of command, County Officials, the Department of Human Resources, or through the Johnson County Ethics Hotline: <https://jocogov.alertline.com/gcs/welcome> or 855-236-2042. Employees will not be subject to retaliation for good faith reporting of ethical concerns or for participating in an investigation of a reported concern.

At times the County is required to investigate allegations of employee conduct that is inconsistent with expectations. To ensure a fair and thorough investigation, employees are expected to cooperate in an investigation when asked and to be truthful and forthcoming. Employees must maintain confidentiality with regard to the investigation.

Note: Cross reference this procedure with the related admin procedure.

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