

POLICY 401 - ETHICS, CONDUCT, AND PERFORMANCE EXPECTATIONS

Johnson County Government believes that public service is an honor and responsibility and that those who are employed to represent Johnson County Government must be committed to the principles and values of public service. It is, therefore, the policy of Johnson County Government to hire and retain employees who are committed to the County's mission to provide exemplary public service and to the County's values of serving the common good, preserving the public trust, and holding itself to the highest principles, always seeking to do the right thing for the common good. Thus, all employees of Johnson County Government are expected to:

- Conduct themselves with integrity.
- Strive for the highest standards of performance and efficiency.
- Have regular and reliable attendance.
- Treat others with respect.
- Be good stewards of the County's property and other resources.
- Avoid conflicts of interest and act in the best interest of Johnson County Government and the residents of the County.
- Avoid accepting gifts under circumstances that a reasonable person would question or where the giver would have reason to expect something in return.
- Act in a manner that reflects the County's stated vision, mission, and values.

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 and are prohibited from acting on any matter in which there is an actual conflict or under circumstances that might cause a reasonable person to perceive that a conflict exists.

As public servants, County employees are held to higher ethical standards than what may be acceptable in private employment. Those standards are reflected in the County's policies and procedures, for which employees are required to comply, and demonstrate the highest ethical standards. Employees *should* avoid even the appearance of unethical conduct, and act with integrity. Employees are encouraged to report ethics concerns and will not be subject to retaliation for good faith reporting of such concerns or for participating in an investigation of such concerns.

All employees are expected to be law abiding citizens both on and off duty and especially while in the performance of their duties and while wearing a County uniform or other attire identifying themselves as an employee or official of Johnson County Government.

Elected officials are expected to attend events and interact with constituents and others in a manner that differs from employees of the County. They are also subject to state laws governing conflicts of interest and acceptance of gifts by public officials. For these reasons, Human Resources Procedures enacted by the County Manager related to conflicts of interest and acceptance of gifts and gratuities shall not be applicable to elected officials. The Election Commissioner and employees appointed by the Board of County of Commissioners may seek exceptions from the Chair. Employees appointed by the Sheriff may seek exceptions from the Sheriff.

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