

County of Yolo

Administrative Policies and Procedures Manual

TITLE: Code of Ethics – Standards of Ethical Conduct Department: County Administrative Office

TYPE: POLICY

DATE: December 17, 2013

A. BACKGROUND

The County of Yolo takes pride in its professionalism and ‘Yolo friendly’ spirit. The “Do Right by Others” motto has been an adage we value. As the times require and recognizing that employees and officials of the County of Yolo are committed to treating their positions as a public trust, this policy was developed to clearly state the code by which we will operate in our public employment. In setting a good example of respectful public service, we are committed to the highest ethical standards in furtherance of the County’s goals and objectives in serving our residents and we pledge to exhibit personal conduct and ethical behavior that reflect that commitment.

These policies and interpretive Guidelines are meant to serve as tools, but, whenever you are in doubt, please check with your supervisor or administration.

B. APPLICATION

In summary, we are committed to the following:

- 1. Public Office Held as Public Trust.** We recognize and are mindful that public office is a public trust and that local government exists to serve the needs of all the residents of the county.
- 2. Honesty and Integrity in Public Duties.** We will always demonstrate the highest standards of honor and integrity. We will conduct official duties in a respectful, professional, courteous and caring manner.
- 3. Respect.** We will respect the rights and dignity of others, honoring diversity and inclusion with our actions and activities.
- 4. Impartial Treatment.** We will avoid granting any special consideration, treatment or advantage to any person beyond that which is available to every other person in similar circumstances.
- 5. Confidentiality.** We will not disclose confidential information, or be a party to illegal or improper activity associated with access to confidential information.

6. Conflicts of Interest. We will not engage in any business or outside employment that is in conflict with our County duties.

7. Incompatible Activity. We will not take outside employment that is incompatible with our County duties.

8. Gifts. We will not accept gifts that are in conflict with applicable laws and policies.

9. Use of Government Resources. We will ensure that county resources are used only on behalf of the county.

10. Influencing Decisions. We will discourage any inappropriate contact with or encroachment on our official duties by those seeking to influence a decision.

11. Upholding Laws. We commit to uphold and adhere to all federal, state and local laws, ordinances and regulations and to never be a party to their evasion.

12. Diligent, Transparent, Efficient, Economical Work and Effort. We will conduct and perform our duties and responsibilities diligently, transparently, conscientiously, efficiently and promptly.

13. Reporting Violations and Protection from Retaliation. We will report known or suspected improper governmental activities and ensure that everyone is protected from retaliation for making such reports.