

COUNTY OF PRINCE GEORGE PERSONNEL POLICIES Prince George, Virginia	POLICY NUMBER: 39.1	Page 1 of 2
	SUPERSEDES: January 1, 2006	DATE ISSUED: June 10, 2015
SUBJECT: Code of Ethics	AUTHORIZATION: Adopted by the Board of Supervisors April 14, 2015; to become effective immediately.	

39.1 Code of Ethics

The first priority of the county is to provide a working environment where trust is valued. To achieve this trust, the county requires truthfulness and integrity among fellow employees. Employees have a responsibility to encourage honesty, integrity and ethics. The county may acknowledge those employees who consistently demonstrate ethical behavior and who courageously identify the unethical behavior of others. The county will take disciplinary action up to and including dismissal if an employee's behavior exhibits a lack of integrity or ethics. In addition to this Code of Ethics, employees shall adhere to the International City/County Management Association (ICMA) Code of Ethics.

Lying, cheating and stealing are always unethical behavior. The following types of behaviors are also unethical and will result in disciplinary action:

1. Deceiving others by misrepresenting or withholding information;
2. Putting pressure on another employee to act unethically;
3. Failing to accept responsibility for actions by passing blame to others or allowing others to unfairly take blame;
4. Failing to honestly honor agreements or promises;
5. Subverting group decisions through action or inaction;
6. Pretending lack of memory or understanding to avoid following group decisions;
7. Using a position of authority in an unfairly coercive manner;
8. Failing to follow internal procedures or rules in order to achieve a self- need rather than a group need;
9. Harming public authority or trust.

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10. Engaging in on-duty or off-duty conduct which harms the reputation or integrity of the County in the community.

Other behaviors may be unethical and this list of behaviors is not intended to be an all-inclusive list.

39.2 Prohibited Acts

All employees are expected to adhere to certain recognized principles and practices in the conduct of their public lives. These principles are embodied in the following Prohibited Acts:

1. Employees shall not, either directly or indirectly, use their official position with the County or information obtained in connection with their employment for private gain.
2. Employees shall not accept any gift, favor or service that may reasonably tend to improperly influence, or give the appearance of influencing, the discharge of their official duties.
3. No employee shall make any false statement, certification or recommendation of any appointment under any provision of these policies, or in any manner, commit or attempt to commit any fraud preventing the impartial execution of the provisions of these policies, with regards to employment, promotion or transfer.
4. No County employee shall transact any business in his/her official capacity with any business entity of which that employee is an officer, agent or member, or which will create a substantial conflict between the private interest and the public interest.
5. No County employee shall have personal investments in any enterprise which will create a substantial conflict between the private interest and the public interest.
6. Employees shall not conduct personal business while in County uniform, nor shall they consume alcoholic beverages or drugs (except under the direction of a licensed physician or as referenced in Section 8.2) while on duty, inclusive of meal time, nor during off duty hours while in uniform.

Any violations of the provisions of this policy shall be subject to review and appropriate disciplinary action. If the employee has any doubt as to the application of the policy as it relates to a specific action(s), the action(s) in question should be discussed with the Department Director, who shall either approve or forbid the activity, or refer the question to the County Administrator.