



Weber County Human Resources Policy 3-400 Standards of Conduct

I. Purpose

Weber County, like any other large enterprise, must maintain certain rules of conduct. These rules are essential to the successful operation of our organization, and they require the full cooperation of all employees. They define our rights and responsibilities as employees and ensure our effectiveness as a working team.

II. Policy

Weber County employees are expected to act in a professional and courteous manner to fulfill their job duties, and to refrain from engaging in activities that might reflect poorly on the county. County supervisors and managers are held to a higher standard of conduct to ensure that employees are able to fulfill their duties in a professional environment.

No employee shall be excused from observing the standards of conduct. This code of conduct will be uniformly applied to all Weber County employees. When a rule is violated, the facts and circumstances of the individual case will be considered, and depending on the severity of the infraction, disciplinary action, ranging from a warning to dismissal, may be applied.

III. Procedures

A. Standards of Conduct: Employees will fulfill their job duties, act professionally, and comply with policies and procedures. Inappropriate and unprofessional behavior includes, but is not limited to, the following:

1. Insubordination or refusal to comply with written or verbal instruction from a supervisor, except in cases where the instruction is believed to be unethical or illegal in nature, in which case the employee should immediately notify, in writing, their department head or human resources
2. Conviction of a felony while an employee of Weber County
3. Conduct endangering the safety of employees or the public
4. Inducing, or attempting to induce, any county employee to commit an act in violation of county regulations, policies or departmental orders
5. Incompetency or inefficiency in the performance of job duties
6. Carelessness, abuse, or negligence with county funds or property
7. Stealing county or employee funds or property
8. Falsification of personnel records, time reports, or other county records
9. Physical attack on the public, county officers, or employees
10. Using threats, or attempting to use personal or political influence in an effort to secure special favors or consideration as a county employee
11. Using or being under the influence of intoxicants or drugs or having them in your system while on duty
12. Unlawful carrying of a weapon while on duty
13. Making direct, indirect, implied, or conditional threats against another employee

Weber County Human Resources Policy 3-400: Standards of Conduct

14. Using a computer for political activity, self-employment or outside employment
15. Using computer software in violation of license agreement
16. Copying software licensed to or developed by Weber County. Bringing software from home computers to run on Weber County computers unless authorized in writing by the Director of Information Technology. Purchasing, moving, altering, or repairing computer equipment and wiring unless authorized by the Director of Information Technology
17. Violating a safety rule or practice
18. Using offensive language toward the public, county officers or employees
19. Inattentiveness to work, failing to start work at the designated time, quitting work early, or leaving the job during working hours without prior authorization from the supervisor or department head
20. Vending, soliciting, or collecting contributions on the county's time or premises without prior authorization
21. Failure to comply with established county and department policies and procedures
22. Unauthorized use of county vehicles, equipment or materials
23. Operating a vehicle without the proper license or insurance
24. Excessive absenteeism, tardiness or other violations of the [Leave Practices](#) policy
25. Bringing to work, disseminating or displaying any materials that are offensive and which could give rise to or form the basis for the following types of employee or citizen complaints: a sexual harassment complaint, an allegation of a hostile work environment, a discrimination claim based on protected status or violation of a county policy; however, actions specifically authorized or protected by law are not a violation of policy
26. Using notes, e-mail, voicemail, fax, text messaging, social media or the internet to harass or discriminate on the basis of sex, race, color, national origin, religion, age, disability, pregnancy, genetic information, sexual orientation, marital status, or gender identity; however, actions specifically authorized or protected by law are not a violation of policy
27. Bringing to work or intentionally disseminating, forwarding or displaying sexually salacious materials, including intentional viewing of pornography in print or digital form or downloading pornography from the internet
28. Engaging in intentional or unintentional acts contrary to public service, or acts that harm or would reasonably be expected to harm the reputation or image of the county or department
29. Refusing to respond to an official request for factual information or impeding an internal investigation
30. Knowingly receiving, accepting, taking, seeking or soliciting, directly or indirectly, any gift, compensation or loan for themselves or another if it tends to influence them in the discharge of duties. Exceptions are an occasional non-pecuniary gift having a value of less than \$50 or an award publicly presented in recognition of public service
31. Soliciting political support or contributions using county employees, funds, time or equipment

B. Additional Standards of Conduct for Supervisors: In addition to the standards of conduct for employees, supervisors are held to a higher standard of conduct to ensure that all

Weber County Human Resources Policy 3-400: Standards of Conduct

employees are treated with respect and are able to work in an atmosphere conducive to fulfilling their job duties. Inappropriate and unprofessional behavior for supervisors includes, but is not limited to:

1. Disclosing private information about an employee he or she supervises, including private medical information, financial information, or any information related to an employee's personnel file
2. Engaging in a dating, romantic or sexual relationship with an employee he or she supervises, whether directly or indirectly.
 - a. Failing to report to his or her supervisor or human resources a dating, romantic or sexual relationship with an employee he or she supervises, whether directly or indirectly, so that the county may reassign an employee or take other action to avoid actual or perceived conflicts, bias or favoritism
 - b. Evaluating or attempting to influence the evaluation or any other action involving a relative, romantic partner, or sexual partner for purposes of pay, benefits, promotions, discipline, performance appraisals, work assignments, working conditions, training opportunities or any other employee benefit

C. Disciplinary Action

1. Employees in violation of professional standards of conduct will be subject to disciplinary action as outlined in Policy 3-600 Discipline.

D. Acknowledgment and Signature

I understand there is a copy of all county policies and ordinances on the [Weber County Human Resources website](#), which I may access at any time.

I acknowledge that I have read and understand the Weber County Standards of Conduct and that I agree to comply with all of its provisions. I understand that I may be disciplined (up to and including termination) for violations of the Standards of Conduct or other Weber County policies, procedures and/or ordinances. I agree to be responsible for county property and equipment issued to me and to pay for property and equipment not returned.

Employee:

Employee Signature

Employee Name (Please Print)

Date