



DODGE COUNTY PERSONNEL POLICIES AND PROCEDURES

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POLICY

Dodge County is dedicated to conducting business honestly and ethically. Dodge County will continually improve the quality of its services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Dodge County will not compromise its principles for short-term gain.

- A. All employees are expected to adhere to high standards of personal integrity. No illegal or unethical conduct on the part of officers, managers, or employees is in Dodge County's best interest.
- B. Employees may not allow their personal interests to conflict or appear to conflict with the interests of Dodge County. No County employee shall use his/her office or position for personal financial gain or financial gain of his/her family. Employees must be particularly careful to avoid representing Dodge County in any transaction with others with whom there is any outside business affiliation or relationship. Dodge County contacts shall not be utilized to advance a private business or personal interest at the expense of Dodge County. No employee shall engage in his/her own business activity, accept private employment, or render services for private interests when such employment, business activity or service is incompatible with the proper discharge of his/her official duties or would impair his/her independence of judgment or action in the performance of his/her official duties. Employees should not seek employment or be employed with another entity if that position compromises their position with Dodge County.
- C. Bribes, kickbacks, or other similar remuneration or consideration shall not be given to or accepted by any person or organization in order to attract or influence business activity. No County employee shall solicit or accept for himself/herself or another person any gift, campaign contribution, gratuity, favor, services, promise of future employment, entertainment, loan or any other thing of monetary value from a person who has or is seeking contractual or other business activities from or regulated by the County. This does not include acceptance of loans from banks or other financial institutions on customary terms of finance for personal use, such as home mortgage loans.
- D. Employees are allowed to accept unsolicited gifts of a nominal value such as advertising or promotional material (i.e. pens, calendars, etc.) and awards for meritorious public or personal contributions or achievements. Employees attending conferences are allowed to participate in conference activities, (i.e. meals, banquets, entertainment, door prizes, etc.) if it is available to all attendees.

- E. Appropriate steps must be taken to ensure the confidentiality of information that may be obtained including but not limited to strategic business plans, operating results, customer lists, personnel records, resident information, costs, processes, and methods.
- F. No employee shall use or disclose "privileged information" gained in the course of or by reason of his/her official position or activities.
- G. Employees must report all information accurately and honestly, and as otherwise required by applicable reporting standards.
- H. All forms of money compensation, except expense reimbursements, for outside services performed during the hours when the employee is actually providing services to the county, shall be turned over to employee's Department Head or the County Administrator for deposit with the County Treasurer.
- I. Under the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR 200.113, any violations of law, fraud, or bribery in any federally funded grant program must be reported to the federal grantor agency or pass through entity. Any employee who becomes aware of any such violations of law, fraud or bribery must report the matter to his/her supervisor who in turn will report it to the County Administrator. The County Administrator will notify the federal grantor agency or pass through entity.
- J. Employees are prohibited from gathering competitor intelligence by improper means and refrain from acting on knowledge that that has been gathered in such a manner. Employees will seek to avoid exaggerating or disparaging comparisons of the services and competence of competitors.
- K. Employees must comply with all applicable Equal Employment Opportunity laws and act with respect and responsibility towards others in all of their interactions. Employees must promptly disclose any unethical, dishonest, fraudulent or illegal behavior, or any violation of Dodge County policies and procedures to their supervisor.
- L. Political Activity. No employee is precluded from engaging in political activity provided that such activity does not interfere with normal work performance, is not conducted during normal working hours and does not involve the use of County equipment or property. All employees and elected officials shall have the right to freely express their views as a citizen and cast their vote, subject to the following:
 - 1. No employee or elected official shall directly or indirectly use or seek to use his or her authority or the influence of his or her position to control or modify the political action of another person.
 - 2. No employee or elected official during his or her hours of duty shall, except as provided by law, engage in political activities including, but not limited to, the following:
 - a. Campaign for any candidate or political party;
 - b. Make campaign speeches or engage in other activity to elect a candidate;

- c. Collect contributions or sell tickets to political fund-raising functions;
 - d. Distribute campaign material in any election;
 - e. Organize or manage political meetings;
 - f. Circulate nominating petitions;
 - g. Display political badges, buttons or stickers in any county building or wear such items during working hours.
3. No employee or elected official shall at any time use any county-owned or leased equipment for any personal political activity.
 4. No employee shall be removed, discharged, reduced in pay or position, or otherwise discriminated against because of the employee's political opinions or affiliations except as provided for in this section.
 5. Employees whose principal employment is in a federally grant-aided program are subject to prohibitions in the Federal Hatch Political Activities Act as amended, 5 U.S.C. §§ 1501-1508.

Policy Enforcement

Department heads and supervisors will be responsible for enforcing this policy, and for reporting any serious violations of the policy to the Human Resources Department. Employees found to be in willful violation of the policy may be disciplined up to and including discharge.