I. PURPOSE

It is the policy of Wayne County that employees maintain a working environment that encourages integrity, mutual respect, promotes civil and congenial relationships amongst the employees and is free from all forms of harassment and violence. To that end, certain rules and regulations regarding employee behavior are necessary for the efficient operation of the Wayne County, the benefits and protection of the rights and the safety of all. Conduct that interferes with operations, discredit Wayne County, or is offensive to fellow employees or citizens will not be tolerated. Employees are expected to conduct themselves in an appropriate manner as judged by a reasonable person.

II. POLICY PROVISIONS

A. In an effort to create a good working environment, we have set employee standards of conduct which make clear an acceptable mode of behavior while working, which applies to all full-time, part-time, and temporary employees. The following are some guidelines:

1. Willful violation of any provisions of the Civil Service Act or of the rules of this Commission made in pursuance thereof;

2. Conviction of a felony or misdemeanor involving moral turpitude;

3. Falsification or omission of information on the employment application or any other human resources or Wayne County records, including medical records or records submitted by the employee under any benefit plan provided by the employer;

4. Commission of any type of fraud, dishonesty or deception related to the job whether or not it constitutes a crime and whether or not there has been an arrest or conviction of any crime. Failure to report fraudulent, dishonest or deceptive conduct or activity, committed by another employee, public servant, vendor or citizen;

____________________________________________________________________________
5. Inducement or attempt to induce any officer or employee in Wayne County services to commit an illegal act or to violate any lawful and reasonable departmental or official regulation or order or to participate therein;

6. Guilty of a scandalous and disgraceful conduct while on or off duty where such conduct brings Wayne County services into public disrepute or into; Drinking or possession of alcoholic beverages at any time on County premises. Being under the influence of alcohol or showing signs of use of alcohol upon reporting to work or during working hours (intoxicated while on duty);

7. Possession, purchase, sale, give-away, or use of any illegal or non-prescribed controlled substance or drug at any time on County premises. Being under the influence of any illegal or non-prescribed controlled substance or drug or misuse of prescribed drugs upon reporting for work, during working hours, or on Wayne County premises during non-working hours;

8. Refusal or failure to comply with a required alcohol/illegal substance (drug) test;

9. Knowingly receive personal economic benefit (e.g., inaccurate rate of pay, any form of overpayment, etc.) accompanied by a failure to notify management of such benefit;

10. Any unauthorized possession, use or removal from the premises of any property belonging to Wayne County, another employee, or any other person;

11. Directly or indirectly aid in any manner concerned in assessing, soliciting, collecting or receiving money or other thing of value from anyone for any political purpose whatsoever;

12. Improper or inappropriate use of the County’s telecommunication equipment/systems including, faxes, voicemail, e-mail, internet, computer
network, etc. Improper use of personal telecommunications devices (i.e., cell phones, camera phones, etc.);

13. Wantonly careless or negligent care of any property belonging to Wayne County, another employee or any other person;

14. Taking of a fee, gift or other valuable thing, for personal use, in the course of the employee’s work or in connection with it when such fee, gift or other valuable thing is given to employee by any person in the hope or expectation of receiving a favor or better treatment than that accorded other persons;

15. Harassment in any form of another employee or citizen including, sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature;

16. Threatening, intimidating, coercing, or interfering with other employees or citizens; Engaging in horseplay, scuffling, throwing things, causing confusion by shouting or demonstrating or otherwise creating a disturbance on the premises (creating a hostile/unsafe work environment);

17. Fighting or use of physical force against another person except in self-defense or in the line of duty;

18. Offensive conduct or language toward fellow employees, Wayne County officers or the public while on Wayne County’s premises or at related events (e.g., conduct or language that is considered discourteous, offensive, obscene, or abusive);

19. Undermining workforce cooperation, unity, efficiency, and morale through gossip, vilification, accusation, or other immature behavior and actions;

20. Failure to cooperate or identify yourself at the request of any management or security personnel;
21. Disclosure of information that is confidential in nature to an unauthorized person;

22. Violation of any lawful and reasonable official regulation or order or failure to obey any lawful and reasonable direction made and given by the supervisor when such violation or failure to obey amounts to insubordination or serious breach of discipline which may reasonably be expected to result in a lower morale in the department or result in loss, inconvenience, or injury to Wayne County or to the public;

23. Incompetent or inefficient job performance as determined by management (specific instances to be charged);

24. Habitual tardiness in reporting for duty or frequent absence from duty (this includes returning from breaks tardy or failing to be in place and ready to begin work as well); also absence from work without notifying a supervisor;

25. Failure to return to work as scheduled after approved Leave of Absence or being absent without leave;

26. Walking off your job post, job abandonment, or leaving your assigned work area during your scheduled shift without proper prior authorization;

27. Wasting time, loitering or leaving County premises during assigned working hours without permission of your supervisor;

28. Sleeping on the job;

29. Unauthorized posting, distribution or circulation of any written materials in the working areas; or unauthorized sale of anything while on the premises;
30. Unauthorized possession or use of weapons, explosives, recording devices, or cameras on Wayne County property including parking lots and other leased space;

31. Violation of health or safety rules, creating or contributing to unsanitary or hazardous conditions. Failure to report or correct safety hazards or practicing unsafe work habits;

32. Failure to report all accidents to your supervisor, whether involving yourself, another employee or citizen whether or not an injury resulted;

33. Possession of some permanent or chronic physical or mental ailment or defect which incapacitates the employee from the proper performance of the duties of the position in compliance with all applicable provisions of the ADA and MPDCRA;

34. Guilty of abusive or improper treatment toward an inmate or patient or any County institution, or to a person in custody; provided, the acts committed were not necessarily or lawfully committed in self defense, to protect the lives of others or to prevent the escape of anyone lawfully in custody;

35. Failure to comply with or violating the provisions of rules relative to outside employment;

36. Removal of residency from the Counties of Wayne, Macomb, Oakland, Washtenaw, Monroe or from the County of Wayne if such residence was required for appointment to the position;

B. The above listing represents selected forms of behavior that are considered unacceptable in the workplace. It is not intended to be an all-inclusive or exhaustive listing. Any questions in connection with this Policy should be directed to the Department of Personnel/Human Resources staff.
C. Individual departments may have accompanying guidelines and rules which are equally important. All employees should learn and comply with those rules with the same diligence as this Code of Conduct Policy.

D. This policy does not alter the non-represented “at-will” employment relationship with Wayne County.

III. ENFORCEMENT

Commission of any one (1) of the above acts may result in remedial action ranging from verbal or written discipline, suspension from work without pay, to immediate termination.

IV. DISCLAIMER

If in direct conflict with other internal or departmental policy, this Code of Conduct Policy will be considered to be the overriding policy unless otherwise directed by the Director of Personnel/Human Resources or his/her designee.

In the event that any provision of these policies is in conflict with the terms and conditions of existing collective bargaining agreements (CBA), the terms and conditions of the CBA shall take precedence. On matters where the CBA is silent, the provisions of these policies shall apply.

V. RELATED DOCUMENTS

a. Civil Service Rules and Regulations
b. Collective Bargaining Agreements
c. Wayne County Charter
d. Sexual Harassment Policy
e. Non-discrimination Policy
f. EEO Policy
g. Workplace Violence Policy
h. Ordinance – Ethics No. 2012-209
i. Ordinance – Fraud No. 2012-364
j. Wayne County Employee Handbook
k. Wayne County Work Rules
l. Anti-Discrimination Laws

### VI. REVISION HISTORY

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<td>Tish King, Director of P/HR</td>
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