Wayne County

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<th>Personnel/Human Resources Code of Ethics Policy</th>
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<td>Date Issued:</td>
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<td>Category:</td>
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<td>Approved By:</td>
<td>Department of P/Human Resources</td>
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Policy
It is the policy of the County of Wayne Personnel/Human Resources (P/HR) Department to abide by P/HR practices that are based on sound, ethical business principles that strengthen the department’s reputation and credibility within the County of Wayne (the “County”). These principles extend to all areas of P/HR business such as, integrity, of information, potential conflicts of interest, use/handling of company assets, professional relationships with internal/external customers, and potential gifts and favors. The policy is designed to complement the Ethics Ordinance No. 2012-209 and County Executive Ethics Policy and no way contradict its intent.

Comment

1. This policy is designed to ensure that Wayne County P/HR professionals are using sound judgment and have a clear understanding of right and wrong in the realm of business ethics and integrity. In addition, it is to avoid even the perception of improper, abusive, exploitive, or dishonest practices by the P/HR Department. As a reminder, the P/HR professional should ask themselves the following questions when making decisions involving a moral or ethical dilemma:
   A. Is it legal?
   B. Is it consistent with the County Executive Ethics Policy/Ethics Ordinance?
   C. Would the decision harm the County’s reputation or your character?
   D. Would you be able to tell your supervisor?
   E. How would you feel about your decision afterwards or would you be able to sleep at night?
   F. Would the employees or constituents lose trust in the County?
   G. Do you think the decision is wrong?

2. Securing Confidential Information and Protecting Assets

   A. Any confidential information (e.g., written, verbal, electronically generated, User IDs, passwords, personnel files, etc.), must remain private and maintained in accordance with law and in a manner to preserve its integrity (See Social Security Number Privacy Policy).
Examples of misuse of information are: unauthorized access to information; improper disclosure of information (to include, examinations/interview questions, etc.); discussing information unnecessarily with co-workers, or in areas where conversations may be overheard; removing official records from the office; using information for personal gain or benefit; and handling information in a manner contrary to the interest of the department or County. It is expected that each P/HR professional work within the realm of their responsibility only.

B. The maintenance of confidential information includes securing information left on the desk, computer screen (use auto lock for screen), files/file room, being careful not to leave confidential information at the printer or copier, etc. It is important to secure confidential reports which are generated by using password protection and the established internal controls for your division.

C. All information, equipment, including funds generated (i.e. copy fees), and petty cash must be protected and secured throughout the day and at the end of the business day. All petty cash internal controls must be strictly adhered to at all times for proper handling and accounting.

3. Conflicts of Interest

A. Administrative/Electronic Transactions—It is absolutely prohibited for any P/HR professional to transact any business for themselves to include computer changes while signed on under your P/HR role. Otherwise, you are only permitted to conduct the allowed “self service“ activities. You are not allowed to transact changes for your co-worker unless you are authorized to do so under current guidelines. It is the general rule to allow a Manager to conduct such transactions to avoid even the appearance of impropriety or abuse of position for personal gain. P/HR professionals must not transact business to the records of family members who work for Wayne County or family members who are seeking employment. In addition, P/HR professionals should not use their access to information for idle viewing just for the sake of curiosity (all access to information must be for a valid business reason).

B. Relationships—P/HR professionals must avoid or remove themselves from situations that may compromise their position by making decisions favoring one’s own gain or gain for friends or family members. P/HR professionals should avoid ongoing business transactions, and borrowing or lending (e.g., money, vehicles, etc.) between any employee who you service as an internal customer, as well as any supervisor/subordinate employee relationship.

C. Gifts or Favors—Many times an applicant, vendor, or employee may offer a gift or favor as an expression of their gratitude for the outstanding work an HR professionals exhibit. This as a regular practice is discouraged. However, on those rare occasions, the acceptance of money, gifts, or
favors from any individual who transact or may transact business with the County (P/HR), may only be done if it is nominal in value ($25 or less).

D. **Use of Company Assets & Resources**—P/HR professionals may not engage in activities on County time, or use or cause to be used County facilities, equipment, materials, or supplies for his or her profit; nor may a P/HR professional take advantage in this manner of any outside individual organization doing business or seeking to do business with the County. It is against County policy to use any County resources for personal gain. For example, the extension of special favors for treatment to further personal interests rather than the County’s business purpose is prohibited.

4. If any doubt about the propriety of any situation or potential conflict of interest, the P/HR professional should refer the matter to their immediate Supervisor/Manager for an opinion and/or decision.

5. Any P/HR professional who is requested to engage in any activity which is contrary to this Policy will promptly report such information to their Supervisor/Manager. Any P/HR professional who has reason to believe that another P/HR professional is engaged in conduct contrary to this Policy should report this information to their Supervisor/Manager.

6. The intent and scope of this Policy is not intended to preclude Ethics Ordinance No. 2012-209 and County Executive Ethics Policy, but rather expand and compliment the policy for specific Human Resource application.

7. All P/HR professionals are expected to abide by this policy as well as, all established policies and procedures within their respective areas. As acknowledgement of compliance, all P/HR professionals will be given a Code of Ethics Agreement for signature.

8. Failure to comply with this Policy may result in disciplinary action up to and including termination of employment.

**RELATED DOCUMENTS**

- Ethics Ordinance No. 2012-209 and County Executive Ethics Policy
- Social Security Number Privacy Policy
As a member of the County of Wayne’s Human Resources Department, I, ____________________________, will commit myself to the principles outlined in the CODE OF ETHICS POLICY through a high standard of Human Resource Professional Practice.

A Human Resource Professional shall:

- Adhere to any statutory acts, regulations, and laws which relate to the field of Human Resources;
- Not release confidential information from employee records, in any form, to any other party except in accordance with Wayne County Policy and law (e.g., HIPAA or Bullard Plawecki, etc.);
- Exercise care to keep confidential conversations private and not to be overheard by others not authorized to such access. I will assure that visual (computer) and written information will be protected from casual use or observation;
- Not remove any official record or report (copy) from the office where it is kept except in strict performance of job responsibilities;
- Not transact any business to my own record (unless provided through self-service), on my own behalf or on behalf of co-worker, friend, or family member;
- Not seek personal benefit or permit others to benefit personally by any confidential information that has come to me by virtue of my work assignment;
- Avoid or disclose any potential conflicts of interests, which may influence personal actions or judgment;
- Behave and speak in a manner consistent with the values of the profession and the County’s published ethics statement;
- Maintain my personal User ID and Password in professional confidence; and
- Support my co-workers in their adherence to the CODE OF ETHICS POLICY.

Demonstrated violation of the CODE OF ETHICS POLICY may result in disciplinary action up to and including termination.

__________________________________________  __________________
Employee Signature                               Date