I. PURPOSE

It is the policy of Wayne County that employees maintain a working environment that follows ethical behavior and business dealings. To that end, this policy aligns with the County Ethics Ordinance to ensure compliance. Conduct that is non-compliant with this policy and the Ethics Ordinance will not be tolerated.

It is the duty of each public servant in Wayne County to conduct business honestly and ethically at all times, as prescribed in the Ethics Ordinance. Public servants should dedicate themselves to constantly improve the quality of Wayne County services and operations and uphold Wayne County’s reputation for honesty, fairness, respect, responsibility, integrity, trust and sound business judgment. Wayne County does not compromise its principles for short-term advantage. The ethical performance of the organization is the sum of the ethics of the men and women who work for Wayne County. Thus, all public servants are expected to adhere to the highest standards of personal integrity.

Public servants of Wayne County must never permit their personal interests to conflict, or appear to conflict, with the interests of Wayne County, its citizens or affiliates. Public servants must be particularly careful to avoid representing Wayne County in any transaction with others with whom there is any outside business affiliation or relationship, including relatives and domestic partners. Public servants must avoid using their organizational contacts to advance their private business or personal interests or to secure incompatible employment at the expense of the organization, its citizens or affiliates. Public servants may not influence hiring decisions where relatives and domestic partners are involved, nor may relatives or domestic partners be hired if it would create either a conflict of interest or a supervisor/subordinate relationship between the public servant and the relatives or domestic partner.

Wayne County’s Ethics Ordinance, No. 2014-734 (Section 40-1 et seq.), is founded on basic principles of ethical behavior and is consistent with the County’s core values and mission. To achieve our public service and goals, Wayne County must support an internal environment that nurtures and encourages ethical conduct by all of its employees, contractors, elected or appointed officials, or a member of any Wayne County Board or Commission, collectively referred to as “public servants.” As public servants of Wayne County, we hold positions of public trust, and we all share a mutual commitment to ethics in the workplace. It is our duty to continually earn the public’s trust by advancing the public interest and refraining from the pursuit of private interests that compete with or are adverse to a public servant’s duty to the
public interest in the exercise of official duties or official actions. We dedicate ourselves to
upholding the highest standards of conduct in the performance of our duties by adhering to
the following policy provisions:

II. POLICY PROVISIONS

Each public servant of Wayne County will be provided a copy of with the Ethics Ordinance and
this Code of Ethics Policy. Each public servant is required to acknowledge receiving and
reading these documents. The public servant is encouraged to contact Department of
Personnel/Human Resources (P/HR) to ask questions or make inquiries about this Ordinance
and Policy requirements. By March 15th of each year, each public servant of Wayne County is
required to electronically sign a acknowledgement that s/he has received and read both the
Ethics Ordinance and the Code of Ethics Policy and has been given an opportunity to inquire
as to their requirements. This acknowledgment, which will be filed within the Department of
Personnel/Human Resources, must be completed at or near the time of hire and annually by
Mach 15th thereafter.

Public servants must also file a conflict of interest disclosure form at the time of hire and
annually by March 15th thereafter. Each public servant’s conflict of interest disclosure form
will be publicly posted and available for downloading and printing from the Services tab on
the County’s website. An amended disclosure must be filed within thirty (30) days after the
public servant, or his/ her relative or domestic partner, becomes employed by or acquires a
substantial financial interest in a county business as defined by the Ethics Ordinance. The
Department of Personnel and Human Resources will keep copies of all filings for at least three
years.

In the event that the Ethics Board determines that the Ethics Ordinance was violated, the
positive determination and all findings of fact shall be reported as follows:

1. If a county employee is involved, the positive determination and findings
   of fact shall be reported to the employee; the appropriate department
   head; the department of personnel/human resources; and, the
   appropriate elected official, for application of appropriate discipline as
   provided by any applicable collective bargaining agreement or civil
   service rules and shall be published on the Department of
Personnel/Human Resource section of the Wayne County@work website.

2. If a contractor is involved, the positive determination shall be forwarded to the contractor; the appropriate department head; the purchasing director and/or the department of personnel/human resources; and, the appropriate elected official, for review of the appropriate steps permitted under the contract and shall be available on the Services tab on the Wayne County website.

3. If an appointee is involved, the positive determination shall be forwarded to the appointee; the department of personnel/human resources; and, the appropriate elected official, and for disciplinary consideration, as appropriate and shall be available on the Services tab on the Wayne County website.

4. If an elected official is involved, the positive determination and finding of fact shall be forwarded to the elected official and shall be available on the Services tab on the Wayne County website.

III. REVIEW

1. As annual Conflict of Interest Disclosure forms are filed, P/HR will review them and forward any form that includes disclosure of a potential or actual conflict of interest to the Director of Personnel/Human Resources.

2. The Director of Personnel/Human Resources shall forward the Conflict of Disclosure form to the appropriate Department Head for review and response within 30 days. The response must include one of the following action steps:
   A. If the disclosure does not present a conflict, the Department Head will indicate that in his or her response to the Director of Personnel/Human Resources.
   B. If the disclosure does present a conflict that can be remedied, the Department Head will indicate what action was taken after consultation with the employee.
   C. If the disclosure creates a conflict that cannot be remedied after consultation with the employee, the Department Head will advise the Director of Personnel/Human Resources.
Resources who will forward the matter to the Office of the County Executive who will recommend further action consistent with the Ethics Ordinance and any civil service or applicable collective bargaining agreement.

3. The Ethics Board is available to render an advisory opinion regarding whether a disclosure presents a conflict of interest under the Ethics Ordinance.

IV. ENFORCEMENT

This Code of Ethics Policy applies to all employees of Wayne County and the Ethics Ordinance applies to all public servants of Wayne County.

The Department of Personnel/Human Resources is responsible for the communication of the Ethics requirements and in obtaining acknowledgments of the annual conflict of interest disclosures from public servants pursuant the Wayne County Ethics Ordinance.

In addition to disciplinary action up to and including termination of employment, a public servant may also be subject to civil or criminal penalties for violations of the Ethics Ordinance, as permitted by law.

V. DISCLAIMER

If this Policy conflicts with federal or state law, the applicable law prevails over this Code of Ethics Policy Statement. If in direct conflict with any Wayne County Ordinance, the Ordinance prevails over this Code of Ethics Policy. In the event that any provision of this Code of Ethics Policy is in conflict with the terms and conditions of an existing CBA, the terms and conditions of the CBA prevail. On matters where a CBA is silent, the provisions of this Policy shall apply. If in direct conflict with other internal or departmental policies, this Code of Ethics Policy prevails unless otherwise directed by the Director of Personnel/Human Resources or his/her designee.

VI. RELATED DOCUMENTS
a. Civil Service Rules and Regulations
b. Collective Bargaining Agreements
c. Wayne County Charter
a. Ordinance – Ethics No. 2014-734 (Section 40-1 et seq.)
d. Ethics Acknowledgement
Wayne County Policy #

Category: Conduct

Date Revised: 4/1/2018

Approved By: Steve Mahlin, PHR Director

Title: Code of Ethics – Conflict of Interest

- Ordinance – Ethics in Public Contracting
- Work Rules
- Wayne County Employee Handbook
- Fraud Ordinance and related policies
- The Political Activities Policy
- The Personnel/Human Resources Code of Ethics Policy
- The Policy on Outside Employment
- The Policy of Criminal Charges Against Employees
- The Conflict of Interest Policy
- The Code of Conduct Policy
- The Non-Solicitation Policy
- The Leave of Absence Policy for Political Candidates
- The Confidential Information Policy
- The Acceptance of Gifts Policy
- The Vehicle Use Policy
- The Credit Card Policy
- The Internet & Email Usage Policy
VII. REVISION HISTORY

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