

## HARPER COUNTY CODE OF ETHICAL CONDUCT

As those who carry out the mission of Harper County government, we acknowledge that the legal powers and responsibilities conferred upon us are given to us by the community as a public trust. If we are to be worthy of that trust, our duties must at all times be exercised on behalf of the Public Interest and our actions guided by moral principles that honor the privilege of public service.

We, therefore, adopt and embrace the following code of ethical conduct as a means of defining the principles that will guide our pursuit of integrity in the performance of our duties. We intend that this code will be used by Harper County officials, employees and volunteers to communicate the obligations of public service and also to clarify a proper course of action when an ethical issue is discovered.

The Harper County Code of Ethical Conduct is officially adopted for county government by the Harper County Board of County Commissioners. Moreover, by the consensus, of all elected and appointed County leaders; this code represents the ethical standard by which we will hold ourselves, county employees, contracting agencies, and county board volunteers accountable to the community.

### **Principle 1**

**We will honor the tenets of democracy, and show respect for the institutions of government and the persons who serve those institutions. In service to Harper County we will:**

- Invite and listen to the voices of county citizens before recommending or making decisions.
- Promote decisions and actions that are grounded in the broad community interest rather than favored special interest.
- Affirm the contributions of government at all levels to the well-being of the community.
- Support the decisions made by the Board of County Commissioners and work constructively to implement those decisions.

### **Principle 2**

**We will strive for honest, transparent and full communication about public policy and the delivery of county services. *In service* to Harper County we will:**

- Disclose accurate and complete information about county government decisions and actions, except in those instances where confidentiality is required by state and federal law.
- Insist upon the practice of open government so citizens are informed about county services and the rationale for county decisions.
- Guard against misleading or allowing others to mislead the public.
- Report suspected unethical or illegal misconduct by a county official, employee or

volunteer to the appropriate investigative authority.

### **Principle 3**

**We will exercise rigorous stewardship of county resource in keeping with the public interest and hold ourselves accountable for their designated use. In service to Harper County we will:**

- Allocate and use county funds, personnel and equipment with maximum efficiency and effectiveness.
- Encourage cost saving, innovation and excellence in the delivery of county services.
- Engage in continuous learning and professional development so as to enhance the quality of our service to the community.
- Practice strong financial oversight of public expenditures and thorough disclosure of all financial information

### **Principle 4**

**We will seek fairness and the appearance of impartiality in the performance of our county responsibilities. In service to Harper County we will:**

- Render county services in equal and responsive measure to all citizens.
- Advocate equal opportunity and guard against any form of discrimination.
- Determine all county employment decisions, including hiring, promotion, compensation and termination, solely on the basis of merit.
- Refrain from participation in the political campaigns of those seeking county offices if doing so could undermine public confidence in the impartiality of our service to the county.

### **Principle 5**

**We will demonstrate respectful and courteous conduct with all citizens, county elected officials and employees, and representatives of other community and government agencies. In service to Harper County we will:**

- Honor the right of all citizens to communicate with government on behalf of their interest.
- Work with all our fellow county employee in a spirit of collaboration and teamwork to carry out the county's mission of service to its citizens,
- Make ourselves available to the inquires of all constituents and follow through on professional commitments in a timely and thorough manner.
- Value differing points of view and resolve conflict in a way that preserves respectful relationships.

**Principle 6**

**We will protect public confidence in our integrity by rejecting the use of our county position for any kind of personal gain. In service to Harper County we will:**

- Refuse to solicit or receive any gift, gratuity or tangible benefit for ourselves, family members or personal friends that could be construed as an attempt to influence decisions about public policy or county services. Promotional items or gifts (pens, mouse pads, lunch, etc.) whose value do not exceed \$25.00 are considered permissible,
- Refrain from using county property or county time for personal benefit.
- Refuse to use or share confidential information gained in the course of our county duties for personal advantage.