



Code of Conduct for Business Practices

General Overview

The County's Code of Conduct for Business Practices provides guiding principles for expected business practices behavior. The code applies to all County employees who manage, supervise or conduct County business, financial and administrative transactions and activities.

Roles and Responsibilities

Administration and staff holding positions of management or supervisory responsibility will support the Code of Conduct by: (1) informing employees under their responsibility about the Code of Conduct, (2) ensuring that all employees under their responsibility are aware of and have access to current policies and procedures and (3) promoting compliance with business practices and policies.

Each County employee is responsible for complying with laws, policies and procedures applicable to his or her work. Additionally, employees are responsible for staying current with applicable laws, policies, procedures and standards by attending training on a regular basis as prescribed by the County Administrator or his designated representative.

In all our business dealings County employees will:

- Perform the work of the County diligently, promptly and efficiently, while maintaining a respectful attitude toward employees, public officials, colleagues, associates and citizens.
- Evaluate decisions so that the best service or product is obtained at a minimal cost without sacrificing quality and fiscal responsibility.
- Exercise due diligence and control over the input, knowledge, preservation, output, and dissemination of information to which we are entrusted.
- Safeguard and be trustful stewards of the County's resources of people, dollars, and property.
- Ensure the accuracy and integrity of all business and financial records and/or statements that reflect the business transactions of the County.
- Pledge that any expenditure of funds from County accounts under our responsibility is directed toward a County business purpose in accordance with policy and procedure.

- Immediately report any alleged or suspected fraud, waste and/or abuse of any County resources directly to the County Administrator.
- Retain and destroy all County records in accordance with appropriate record retention and disposition policies, procedures and rules including but not limited to the Virginia Freedom of Information Act.
- Protect and properly use County property, facilities, equipment and electronic systems by using them with care and respect, following County guidelines for their protection and maintenance, guarding against waste, fraud and abuse, maintaining a cost consciousness, and remaining alert to opportunities for improving performance and reducing costs.
- Avoid direct and indirect conflicts of interest relating to all financial, operational and administrative practices, including but not limited to procurement transactions between the County and its affiliated organizations.
- Maintain a safe working environment by complying with all environmental and workplace safety rules and by demonstrating a commitment to provide a productive work environment, one that is free from threats, intimidation and violence.

Reporting Requirements

Questions or interpretation and application of the Code of Conduct for Business Practices are handled through the County Administrator or his designated representative. Employees must immediately report to the County Administrator or his designated representative any alleged or suspected violation of the Code of Conduct for Business Practices.

CERTIFICATE OF RECEIPT

Your signature below indicates your receipt of this directive, Code of Conduct for Business Practices. Your signature is intended only to acknowledge receipt; it does not imply agreement or disagreement with the policy itself. If you refuse to sign this certificate of receipt, your supervisor will be asked to initial this form indicating that a copy has been given to you.

Employee's Name _____

Signature _____

Date _____