



Policy 9.1	Employment Ethics		
<u>Effective Date:</u> 9/14/10	<u>Applicable Law/Statute:</u> None	<u>Source Doc/Dept.:</u> None/HR	<u>Authorizing I.C. Sec:</u> None
<u>Last Amended Date:</u> 2/28/12			

EMPLOYMENT ETHICS

9.1

POLICY

It is the policy of DuPage County to establish guidelines for ethical standards of conduct and to maintain a workplace that is in conformance with applicable laws and government regulations. Due to the responsibilities held by County employees and the nature of the positions, employees are subject to public comment, both positive and negative, for personal conduct.

ELIGIBILITY

- All employees under County Board Jurisdiction regardless of employment status.

GUIDELINES

- A.** All employees are required to familiarize themselves with and abide by all provisions of the DuPage County Ethics Ordinance including, but not limited to, sections on the gift ban and exceptions to the gift ban, prohibited political activities, complaint filing procedures and whistleblower protection, employee cooperation, employee ethics, conflict of interest, former employment relationships, and use of proprietary or confidential information. In the event of a conflict between the Ethics Ordinance and this Personnel Policy, the terms of the Policy shall not be deemed reproduced in the Ordinance, and the terms of the Ordinance shall control.
- B.** Employees are accountable for funds over which they have control and should follow proper Finance and Purchasing procedures.
- C.** Employees are accountable for County property, equipment and supplies entrusted to them and shall not directly or indirectly allow the use of County property of any kind, including property leased to the County, for anything other than official activities.
- D.** Theft of any kind is not tolerated, and will be subject to disciplinary action, not to exclude termination for a first offense. (Personnel Policy 10.1: Disciplinary Guidelines) Theft is defined as a misuse of County assets without permission to do so, which may include taking money from the County, falsifying or incorrectly reporting time worked, or taking County owned supplies or property.

- E. Employees with knowledge of confidential information will not use this information for personal gain, nor will they disclose this information to any external party or employee without a “need to know” or right to the information. Employees will follow proper procedures for disclosing confidential information. If there is a question whether information is considered confidential, or what the proper procedure for disclosure is, the employee will confirm with their supervisor whether the information can be released.
- F. Employees, under no circumstances, shall endorse, sign or approve cashing any checks unless specifically authorized in writing to do so by their Department Head.
- G. Employees are expected to conduct themselves in a professional manner and are expected to be knowledgeable of all policies, laws, rules and regulations that may affect their position at the County and the work that they perform.

PROCEDURES

1. If at any time there appears to be a conflict between this policy and the DuPage County Ethics Ordinance, the Ordinance shall supersede this policy. In the event of a conflict between the Ethics Ordinance and this Personnel Policy, the terms of the Policy shall not be deemed reproduced in the Ordinance, and the terms of the Ordinance shall control.
2. Each employee shall have the responsibility of reporting any illegal actions occurring on County property and/or illegal activities of County employees or vendors in a prompt and confidential manner.
3. All complaints about unethical behavior shall be in writing and signed by the person filing the complaint. The person filing the complaint should provide their home address and business and personal telephone numbers. Complaints should include a detailed description of the violation, who committed the violation, and a list of all witnesses to the violation.
4. Inappropriate and/or unethical activity may be reported to any person holding a supervisory position, to any member of the Human Resources Department at **(630) 407-6300**; to the State’s Attorney’s Office at **(630) 407-8000**; to the County Board Chairman’s Office at **(630) 407-6000**; to the County Auditor’s Office at **(630) 407-6075**; through email to ethics@dupageco.org, or to the Investigator General of the DuPage County Ethics Commission or to the Ethics Commission. If the complaint is filed with anyone other than with the Ethics Commission, the complaint shall be transmitted by the receiving individual to the Ethics Commission within seventy-two (72) hours of receipt of the complaint.
5. All allegations will be investigated by the appropriate County agency.
6. In accordance with applicable state and federal requirements, DuPage County shall protect any employee who reports a violation or concern in good faith from retaliation, harassment, abuse, threats, discrimination or any adverse employment consequences as a result of coming forward. Should any of these adverse actions occur as the result of an employee filing a report of an ethics violation, it should immediately be reported to

the investigating County agency.

7. False or malicious complaints will not be tolerated and will be subject to disciplinary action, not to exclude termination. (Personnel Policy 10.1: Disciplinary Guidelines)
8. All employees shall cooperate with any and all investigations conducted by any local, state, or federal law enforcement, regulatory or administrative agency.
9. The Chairman and County Board Members shall attend training on the DuPage County Ethics Ordinance within the first six (6) months of being elected (or as soon thereafter as an ethics training is offered), and employees shall receive training on this policy and the DuPage County Ethics Ordinance from the Department of Human Resources within one month of employment. The Chairman, County Board Members and employees shall attend re-training on the DuPage County Ethics Ordinance regularly thereafter. Records of attendance at this training on the DuPage County Ethics Ordinance will be maintained by the Ethics Officer and the Department of Human Resources.
10. Failure to cooperate with an investigator or to follow this policy may result in disciplinary action, not to exclude termination. (Personnel Policy 10.1: Disciplinary Guidelines).

The Ethics Ordinance can be viewed in its entirety on the internet at <http://www.dupageco.org/CountyBoard/Ethics/Docs/39809/>

The [Ethics Complaint form](#) is available on the internet the Ethics at the County tab.