

# Salt Lake County Human Resources Policy 3-300: Standards of Conduct

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## **Purpose**

This policy establishes appropriate employee conduct, outlines prohibited employee activities, and sets forth disciplinary consequences.

## **I. Policy**

Salt Lake County employees are expected to act in a professional and courteous manner, to fulfill their job duties and refrain from any conduct reflecting poorly on the County. County supervisors and managers are held to a higher standard of conduct to ensure that employees are able to fulfill their job duties in a professional environment.

## **II. Procedures**

- A. Standards of Conduct. Employees will fulfill their job duties, act professionally, and comply with policies and procedures. Inappropriate and unprofessional behavior includes, but is not limited to, the following:
1. Excessive absenteeism, tardiness or other violations of [County leave policies](#)
  2. Disregarding safety regulations or policies
  3. Insubordination
  4. Neglect of duty
  5. Engaging in inappropriate behavior towards co-workers or members of the public that is disruptive to the workplace
  6. Falsifying county records
  7. Using county property for personal purposes unless permitted by a written agency or County policy
  8. Theft
  9. Destroying, damaging, vandalizing or threatening to damage or destroy County property or the property of others
  10. Failing to comply with a written uniform, dress, or grooming policy of an agency or division
  11. Violating [County and Agency Policy, Countywide Policy and County Ordinance](#)
  12. Bringing to work, disseminating or displaying any materials that are offensive and, which could give rise to or form the basis for the following types of employee or citizen complaints:
    - a. A sexual harassment complaint
    - b. An allegation of hostile work environment
    - c. A discrimination claim based on protected status or a violation of [County policy](#)
  13. Using notes, e-mail, voice mail, fax, text messaging, social media or the internet to harass or discriminate on the basis of sex, race, color, national origin, religion, age, disability, pregnancy, genetic information, sexual orientation, marital status or gender identity
  14. Bringing to work or intentionally disseminating, forwarding or displaying sexually titillating materials, including intentional viewing or downloading pornography from the internet

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15. Engaging in intentional or unintentional acts contrary to public service
  16. Refusing to respond to an official request for factual information or impeding an internal investigation
  17. Accepting gratuities or compensation from customers, clients or vendors in violation of the [Professional Ethics & Conflict of Interest](#) policy
  18. Soliciting political support or contributions in violation of [HR Policy 3-1100 Political Activities](#)
  19. Failing to comply with the non-smoking regulations of County Government and State law
  20. Violating the [Government Records Access Management Act](#) or the Health Insurance Portability and Accountability Act ([HIPPA 45 CFR Parts 160 and 164](#)) including the unauthorized or unlawful disclosure, issuance, abuse, intentional release of, or gaining unauthorized access to any private, controlled or protected information
  21. Operating any form of a vending machine service for profit, commission or otherwise on County property except as awarded through a competitive bid under County policy
  22. Failing to obtain or maintain all required occupational licenses, professional licenses, or certifications may be a basis for immediate termination of employment
- B. **Additional Standards of Conduct for Supervisors.** In addition to the standards of conduct for employees, supervisors are held to a higher standard of conduct to ensure that all employees are treated with respect and are able to work in an atmosphere conducive to fulfilling their job duties. Inappropriate and unprofessional behavior for supervisors includes, but is not limited to, the following:
1. Disclosing private information about an employee he or she supervises, including private medical information, financial information, or any other information related to an employee's personal life.
    - a. Engaging in a dating, romantic or sexual relationship with an employee he or she supervises, whether directly or indirectly.
    - b. Failing to report to his or her supervisor or Human Resources a dating, romantic or sexual relationship with an employee he or she supervises, whether directly or indirectly, so that the County may reassign an employee or take other action to avoid actual or perceived conflicts, bias or favoritism.
    - c. Evaluating or attempting to influence the evaluation or any other action involving a relative, romantic partner, or sexual partner for purposes of pay, benefits, promotions, discipline, performance appraisals, work assignments, working conditions, training opportunities or any other employee benefit.
- C. Employees in violation of professional standards of conduct will be subject to disciplinary action as outlined in [HR Policy 3-400 Discipline](#).

### III. References

- A. Discrimination Prohibited, Salt Lake County Code of Ordinances, 2.80.140
- B. Salt Lake County County-wide Policies & Procedures as applicable
- C. Human Resources Policy:

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1. 1-200, General Definitions
2. 2-500, Criminal Background Checks
3. 2-600, Work Hours, Telecommuting, and Remote Access
4. 2-800, Resignation
5. 3-100, Harassment, Discrimination and Retaliation
6. 3-400, Discipline
7. 3-700, Alcohol & Drug Screening, Testing & Treatment
8. 3-800, Violence in the Workplace
9. 3-900, Fitness for Duty Evaluations
10. 3-1000, Drug-Free Workplace
11. 3-1100, Political Activities
12. 4-200, Leave Practices
13. 5-100, Pay Practices