

Salt Lake County HR Policy 3-300: Standards of Conduct

Purpose Statement

The purposes of this policy are:

- To establish appropriate employee conduct
- To outline prohibited employee activities
- To set forth disciplinary consequences

General Policy

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.

Rules, Procedures, Guidelines, Forms and other related resources

1. **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:
 - a. Excessive absenteeism, tardiness or other violations of [County leave policies](#).
 - b. Disregarding safety regulations or policies.
 - c. Insubordination
 - d. Neglect of duty
 - e. Engaging in inappropriate behavior towards co-workers or members of the public that is disruptive to the workplace.
 - f. Falsifying county records.
 - g. Using county property for personal purposes unless permitted by a written agency or County policy.
 - h. Stealing.
 - i. Destroying, damaging, vandalizing or threatening to damage or destroy County property or the property of others.
 - j. Failing to comply with a written uniform, dress, or grooming policy of an agency or division.
 - k. Violating [County and Agency Policy](#), [Countywide Policy](#) and [County Ordinance](#)
 - l. 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 sexual harassment complaint, an allegation of hostile work environment, a discrimination claim based on protected status or a violation of [County policy](#).
 - m. 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.
 - n. Bringing to work or intentionally disseminating, forwarding or displaying sexually titillating materials, including intentional viewing or downloading pornography from the internet.
 - o. Engaging in intentional or unintentional acts contrary to public service.
 - p. Refusing to respond to an official request for factual information or impeding an internal investigation.
 - q. Accepting gratuities or compensation from customers, clients or vendors in violation of the [Professional Ethics & Conflict of Interest policy](#).
 - r. Soliciting political support or contributions in violation of [Human Resources Policy & Procedure: Political Activities](#).
 - s. Failing to comply with the non-smoking regulations of [County Government and State law](#).
 - t. Violating the [Government Records Access Management Act](#) or the [Health Insurance Portability and Accountability Act](#), (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.
 - u. 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](#).

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- v. Failing to obtain or maintain all required occupational licenses, professional licenses, or certifications may be a basis for immediate termination of employment.
2. **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:
 - a. 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.
 - b.
 1. Engaging in a dating, romantic or sexual relationship with an employee he or she supervises, whether directly or indirectly.
 2. 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.
 3. 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.
3. Employees in violation of professional standards of conduct will be subject to disciplinary action as outlined in the [Discipline policy](#).

References

Discrimination Prohibited, Salt Lake County Code of Ordinances, Section 2.80.140

Salt Lake County County-wide Policies & Procedures as applicable

Human Resources Policy & Procedure:

General Definitions – No. 5025

Alcohol & Drug Screening, Testing & Treatment – No. 5640

Criminal Background Checks – No. 5251

Discipline – No. 5700

Discrimination – No. 5740

Drug-Free Workplace – No. 5630

Fitness for Duty – No. 5545

Leave Practices – No. 5510

Overtime & Compensatory Time – No. 5420

Political Activities – No. 5660

Retaliation – No. 5745

Sexual Harassment – No. 5730

Termination of Employment – No. 5300

Violation of County Personnel Management Act – No. 5750

Work Hours, Rest Periods (Breaks) & Fitness Program – No. 5520

Violence in the Workplace - 5703