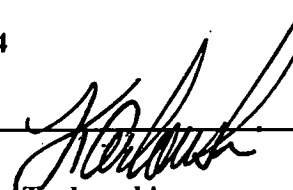


**TOWN OF PRESCOTT VALLEY
POLICIES AND PROCEDURES**

Subject: CODE OF CONDUCT	File Under Section: PERSONNEL	
Effective Date: September 16, 2007 Res. No. 1532, 9/13/2007	Number: 2-20	Page: 1 of 4
Supersedes: September 23, 2002 Res. No. 1117, 8/22/2002	Approved By:  Larry Tarkowski Town Manager	
	Date: <u>9-17-07</u> /S	

1.0 POLICY

1.1. It is the policy of the Town of Prescott Valley to conduct its business in an appropriate and proper manner. This includes not only complying with all applicable laws, policies and procedures, but also treating Town customers, suppliers, and employees with dignity and respect. In order to meet the goals and objectives of the Town, standards related to job performance, behavior, and ethics have been established.

2.0 PURPOSE

2.1 The general purpose of this code is to set forth standards of conduct for employees to adhere to and to serve as an ongoing reminder of the Town's policy of conducting its business in a manner that ensures the delivery of quality services to our customers.

3.0 APPLICABILITY

3.1 All Town of Prescott Valley employees, including volunteers.

4.0 REFERENCE

5.0 GENERAL

5.1 Each employee is personally responsible for his or her conduct in complying with this code and for promptly reporting known or suspected violations to the individuals designated for this purpose.

5.2 No one has the authority or right to order, direct, request, or even influence someone else to violate this code or the law. Thus, no one will be excused for violating this code or the law at the direction or request of someone else.

- 5.3 Any attempt by an employee, volunteer, or elected or appointed official to have another similarly situated individual violate this code, whether successful or not, is itself a violation of this code and may be a violation of the law.
- 5.4 Every suspected violation of this code will be investigated and every actual violation will constitute a valid ground for discipline up to and including dismissal of an employee.

6.0 OVERALL STANDARD

- 6.1 The highest legal, moral, and ethical standards of honesty, integrity, and fairness are to be practiced in the conduct of Town affairs. Employees of the Town must comply with all applicable federal, state, and local laws, ordinances and regulations, Town policies and procedures and with this code. While not all deviations are equally serious, any breach of this code or failure to report promptly apparent or evident violations of law or this code may result in dismissal or other appropriate disciplinary action.
- 6.2 A consistently cooperative, courteous and professional attitude is an essential function of every Town position. While each position has its own area of responsibility, each is also part of one or more teams and shall demonstrate a commitment to ensure that the team goals are met.

7.0 EQUAL OPPORTUNITY / NON-HARASSMENT

- 7.1 Employees are expected to treat their colleagues and subordinates with respect and dignity and to support the Town's Equal Employment Opportunity Policy providing equal opportunity to all qualified employees and applicants regardless of race, color, religion, sex, age, marital status, national origin, citizenship status, disability or veteran status.
- 7.2 Employees are expected to maintain a working environment free of harassment, intimidation, or exploitation of any nature.

8.0 VIOLENCE IN THE WORKPLACE

- 8.1 Employees are expected to conduct themselves in a manner consistent with the Town's policy against violence and to share in the responsibility for enforcing this commitment by reporting any behavior that compromises or may compromise the Town's ability to maintain a threat-free and violence-free workplace.

9.0 DRUG AND ALCOHOL-FREE WORKPLACE

- 9.1 Employees are expected to fully comply with the Town's Drug and Alcohol-Free Workplace Policy in order to:
 - establish and maintain a safe, healthy working environment for all employees
 - ensure the reputation of the Town and its employees within the community
 - reduce the number of accidental injuries to persons and damage to property
 - reduce absenteeism and tardiness
 - improve productivity

- 9.2 Employees must, as a condition of employment, report any conviction under a criminal drug statute for violations occurring on or off Town premises while on or off the job. A report of a conviction should be made as soon as possible but in no event more than five (5) calendar days after conviction to the employee's department head and to human resources.

10.0 HONESTY AND INTEGRITY

- 10.1 Employees are expected to be truthful, trustworthy, and to act with integrity in all situations and relationships. This includes being forthright when dealing with others, both citizens and fellow employees, and providing accurate and complete information relating to all Town records.
- 10.2 Employees are expected to refrain from engaging in any activity that would conflict with or be contrary to the best interests of the Town including, but not limited to, outside employment, accepting gifts, or making decisions or taking actions within the scope of authority that result in personal gain.
- 10.3 Employees are expected to maintain as confidential any information, whether overheard or seen while in the course of their duties, which, if disclosed, could adversely affect the interest of the Town or fellow employees. Employees are further prohibited from disclosing or using for personal profit during employment and after termination of employment any other information designated by the Town as confidential and obtained as a result of employment.
- 10.4 Employees are expected to use Town property, equipment and supplies for official business purposes in accordance with established policies and procedures. This includes, but is not limited to, vehicles, machinery, equipment, tools, communications technology, and supplies.

11.0 POLITICAL ACTIVITY

- 11.1 Employees are prohibited from engaging in any partisan political activity beyond the private expression of personal opinion, registering as a member of a political party, the signing of nominating or recall petitions, and voting in any special, primary or general election. Employees are also prohibited from engaging in any political activity relating to any local municipal election or taking part in local municipal political issues beyond the private expression of personal opinion, registering to vote, signing nominating or recall petitions, voting in any special, primary or general election and acting, if authorized by the Town Clerk, as Deputy Registrar.
- 11.2 No employee of the Town shall solicit any contributions in cash or services from any Town employee to support any candidate for public office.

12.0 RESPONSIBILITY

- 12.1 Employees are expected to attain and maintain sufficient mental and physical condition to be able to perform, with or without reasonable accommodation, the essential functions of their position. This includes the ability to maintain any required qualifications, license or certification.

- 12.2 Employees are expected to interact with customers, coworkers, and supervisors in a courteous, and professional manner at all times.
- 12.3 Employees are expected to follow all applicable safety codes and regulations and to share in the responsibility for safety by being aware of their surroundings and reporting any potentially dangerous situations to their immediate supervisor.
- 12.4 Employees are expected to refrain from promoting or participating in any form of gambling, soliciting, selling or attempting to sell on Town premises during working time. Employees are prohibited from distributing literature at any time in working areas and from unauthorized distribution, posting, or removal of notices, signs, or other printed matter.
- 12.5 Employees are expected to present an image that is equal to the prestige and dignity of the Town when conducting Town business. Dress, grooming and personal hygiene should be appropriate to the work situation.

13.0 COMPLIANCE WITH AUTHORITY

- 13.1 Employees are required to act in accordance with all Town policies, rules, and standards of conduct and with any lawful directive of a Town supervisor or manager.
- 13.2 An employee should refuse to perform any act that he or she knows is unlawful and to report the situation to Town management as soon as possible.
- 13.3 If a supervisor directs an employee to perform an act that, although not unlawful, is in violation of Town policy or procedure, the employee should:
 - 13.3.1 bring the policy or procedure to the supervisor's attention,
 - 13.3.2 perform as the supervisor directs once he or she is aware of the policy, and
 - 13.3.3 bring any perceived deviation from policy to the attention of the next supervisory level.
- 13.4 Failure to act in accordance with a supervisor's or manager's lawful directive will be treated as insubordination.

14.0 DISMISSAL

- 14.1 The Town Manager, or the department head with the approval of the Town Manager, may dismiss an employee from Town service for a violation of the code of conduct.