



# Medina County Policy Manual



Policy: <b>Code of Ethics</b>	Section: <b>Work Rules</b>	Number: <b>7.010</b>
Issued: <b>09/17/07</b>	Reviewed/Revised:	Page #: <b>1 of 4</b>

ORC 109.09 (E)

ORC 2921.42

## **A. STATE OF OHIO ETHICS LAW**

1. No public employee shall knowingly authorize or use his/her authority or influence to: (a) secure a public contract for himself/herself, his/her family or his/her business associates; or (b) secure the investment of public money in any security in which he/she, his/her family, or his/her business associates has an interest, or for which he/she, his/her family, or his/her business associates act as an underwriter or receive brokerage, origination, or servicing fee. No public employee shall knowingly profit, during his/her term of office or for one (1) year after, from the execution of a public contract authorized by himself/herself or by a legislative body, commission, or board for which he/she was a member when the contract was authorized, if the contract was not competitively bid or the contract was not with the lowest and best bidder.
2. No public employee shall knowingly have an interest in the profits or benefits of a public contract. Employment with a public office is considered to be a contract with the public office. Therefore, the use of one's position to obtain employment for a family member is prohibited by law.
3. In accordance with Section 102.09 (E), the Board of Medina County Commissioners will provide new employees with a copy of ORC Chapter 102 and ORC 2921.42 within fifteen (15) days after the employee is hired. The employee shall acknowledge receipt of the documents in writing

## **B. CONFLICTS OF INTEREST**

1. No employee shall participate as a public official in any license or rate-making proceeding that directly affects the license or rates of any person, partnership, trust, business trust, corporation, or association in which he/she or his/her immediate family owns or controls more than five percent (5%), or any business which he/she or his/her immediate family has sold goods or services of more than one thousand dollars (\$1,000.00) during the preceding year.

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2. No employee shall use or authorize the use of the authority or influence of employment to secure anything of value or the offer or promise thereof that is of such a character as to influence his/her duties.
  
3. No employee shall solicit or accept anything of value that is of such a character as to influence his/her duties.

**C. MEDINA COUNTY ETHICS**

1. All County employees are expected to maintain the highest possible ethical and moral standards and to perform within the laws of the State of Ohio and other policies, procedures, rules, and regulations, as may be set forth by the Board of Medina County Commissioners. This manual is not all-inclusive with regards to such policies, rules, and regulations. Conduct that interferes with normal office operations, brings discredit to the department/agency, is illegal, or is offensive to the public or fellow employees will not be tolerated. Examples of proper employee conduct include, but are not limited to, the following:
  - a. An employee must always conscientiously perform all assigned job duties.
  - b. An employee must be tactful, patient, and courteous in the conduct of County business.
  - c. No employee may grant special consideration to any citizen or group of citizens.
  - d. No employee may engage in any outside employment or have a financial interest that will conflict with his/her duties or be detrimental to the County.
  - e. No employee may use or permit the use of County vehicles, equipment, materials, or property for personal convenience or profit.
  - f. No employee may accept or ask for any gift (except those of little or nominal value) or consideration that is granted as a result of his/her employment with the County.
  - g. No employee may use the County name or tax exempt status for his/her personal advantage on any purchases.

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- h. No employee may discuss or reveal confidential County information to anyone, under any circumstances, except within the scope of his/her job duties.
2. It is important to remember that employee compensation is paid through taxes. Therefore, each employee assumes responsibility to serve the public in an effective, courteous, and professional manner, and to conscientiously perform all assigned job duties.

**D. NO EMPLOYEE SHALL:**

1. Use their position within the County for personal gain, or to engage in any business transactions or have financial or other interests, direct or indirect, which is in conflict with the proper discharge of their duties.
2. Disclose confidential information, without proper legal authorization, concerning the property, government or affairs of the County. Use of such information to advance financial or other private interests of the employee or others is prohibited.
3. Accept any gift, monetary or otherwise, whether in the form of goods, services, loan or promise from any person, partnership, or corporation which is interested directly or indirectly in any manner whatsoever in business dealings with the County; any gift, favor or item of value that may tend to influence any employee duties any improper favor, service, or item of value.
4. Represent private interests in any action or proceeding against the interest of the County in any manner in which the County is party.
5. Engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of their official duties or would tend to impair their independent judgment or action in the performance of their official duties.
  - a. State law prohibits, with minor exemptions, employees and officials from having a financial interest in companies which do business with public agencies.
6. Represent a client or acting in a representative capacity for any person on any matter in which you personally participated as a public employee through decision, approval, disapproval, recommendation, the rendering of advice, investigation, or other substantial exercise of administrative discretion. This applies during your public employment and twelve months thereafter.

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**E. Considerations**

1. Employees having reservations as to the applicability of a particular provision of this policy should consult with their department head or Director Human Resources.
2. Violations of this code of ethics shall be cause for disciplinary action up to and including termination of employment.