


HARFORD COUNTY HEALTH DEPARTMENT POLICY

Title of Policy: Code of Conduct Policy	
Program Area: All Areas	
Approved By: 	Original Effective Date: 9/1/13
Susan Kelly, Health Officer	Revised Dates:

1.0 POLICY

Our employees contribute to the success of our organization and that of our clients. In accordance with the Governor's Executive Order 01.01.2007.01, Harford County Health Department (HCHD) Employees are held to the highest standards of behavior as determined by the Federal, State and Local Jurisdictions.

HCHD employees have an obligation to the health department, the community, our clients and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine employee and client trust.

2.0 PURPOSE

This policy affirms the Harford County Health Department's belief in responsible social and ethical behavior from all employees. This policy clarifies the standards of behavior that HCHD expects of all employees. This policy also includes standards as outlined in Executive Order 01.01.2007.01.

3.0 PROCEDURES

3.1 Our Code of Conduct policy applies to all employees and provides the framework of principles for conducting business, dealing with other employees, clients and those who do business with HCHD. The Code of Conduct does not replace Maryland State and federal legislation and if any part of it is in conflict, then legislation takes precedence. This policy is based on the following:

- Act and maintain a high standard of integrity and professionalism
- Be responsible and scrupulous in the proper use of health department information, funds, equipment and facilities
- Be considerate and respectful of the environment and others
- Exercise fairness, equality, courtesy, consideration and sensitivity in dealing with other employees, clients and suppliers
- Avoid apparent conflict of interests, promptly disclosing to an HCHD program manager/immediate supervisor, any interest which may constitute a conflict of interest
- Promote the interests of HCHD
- Perform duties with skill, honesty, care and diligence
- Abide by policies, procedures and lawful directions that relate to your employment with HCHD and/or our clients

- Any employee, who in good faith, raises a complaint or discloses an alleged breach of the Code, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner.

In addition, HCHD employees must follow standards explained in Executive Order 01.01.2007.01.

3.2 HCHD expects cooperation from all employees in conducting themselves in a professional, ethical and socially acceptable manner of the highest standards. Any employee in breach of this policy may be subject to disciplinary action, including termination.

3.3 Should an employee have doubts about any aspect of the Code of Conduct, they must seek clarification from their immediate supervisor or the Human Resources Officer.

4.0 ADDENDUM

EXECUTIVE ORDER 01.01.2007.01

Standards of Conduct for Executive Branch Employees

EXECUTIVE ORDER
01.01.2007.01
(Rescinds Executive Orders 01.01.2003.01 and 01.01.2003.13)
Standards of Conduct For Executive Branch Employees

WHEREAS, Everyone who enters into public service for the State of Maryland has a duty to maintain the highest standards of integrity in Government;

WHEREAS, Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain;

WHEREAS, Citizens have the right to expect honest and honorable conduct in the performance of State business, free of the existence or perception of any corruption or other misconduct; and

WHEREAS, Although the vast majority of Maryland State employees and contractors are entirely honest, upright and forthright in the conduct of State business, all departments and agencies must be vigilant to detect and deter any criminal or unethical conduct.

NOW, THEREFORE, I, MARTIN O'MALLEY, GOVERNOR OF THE STATE OF MARYLAND, BY VIRTUE OF THE AUTHORITY VESTED IN ME BY THE CONSTITUTION AND LAWS OF MARYLAND, HEREBY RESCIND EXECUTIVE ORDERS 01.01.2003.01 AND 01.01.2003.13 AND PROCLAIM THE FOLLOWING EXECUTIVE ORDER, EFFECTIVE IMMEDIATELY:

A. An employee shall not, except as permitted by applicable law or regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.

B. Employees shall exhibit exemplary conduct and use honest efforts in the performance of their duties.

C. Employees shall not hold financial interests that conflict with the conscientious performance of duty.

D. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.

E. Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.

F. Employees shall act impartially and not give preferential treatment to any private organization or individual.

G. Employees shall protect and conserve State property and shall not use it for other than authorized activities.

- H. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, which conflict with official Government duties and responsibilities.
- I. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- J. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, including federal, State, or local taxes that are imposed by law.
- K. Consistent with all applicable laws, all employees shall be treated with dignity and respect and shall not be discriminated against on the basis of race, ethnicity, color, religion, sex, national origin, age, disability, or sexual orientation.
- L. Employees shall endeavor to avoid any actions creating the appearance that they are violating applicable law or the ethical standards in applicable regulations.
- M. Employees shall conduct intra-agency and interagency relations predicated upon civility, collaboration, and cooperation. These same principles shall apply to interactions with officials and employees of the legislative and judicial branches.
- N. Upon leaving state service, executive branch employees shall be bound by the restrictions of the Annotated Code of Maryland, State Government Article §15-504, with respect to lobbying and other forms of representation.
- O. All departments and agencies of the State shall immediately refer to the Assistant Attorney General of the Department or Agency or to the Deputy Attorney General with supervisory responsibility for the Attorney General's Criminal Investigations Division, any instance of possible criminal or unethical conduct by any employee or contractor of this State, for such action as the Office of the Attorney General deems appropriate. All departments and agencies shall also immediately advise the Chief Legal Counsel to the Governor of any such referrals.
- P. All departments and agencies shall require each employee to report to the Secretary or Director of such department or agency as to any arrest of an employee and as to each legal proceeding in which an employee is involved, as a party or otherwise, if the arrest or legal proceeding affects, or reflects on, the employee's job fitness or performance.
- Q. Consistent with all applicable substantive and procedural laws, violations of this Executive Order are grounds for employee disciplinary action, including termination from State employment.

Approved by Governor Martin O'Malley on the 14th day of February, 2007