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<b>STOREY COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES</b>	<b>NUMBER:</b>	<b>212</b>
	<b>EFFECTIVE DATE:</b>	<b>05/19/08</b>
	<b>REVISED:</b>	<b>01/03/17</b>
		<b>12/05/17</b>
		<b>02/21/23</b>
	<b>AUTHORITY:</b>	<b>BOC</b>
	<b>COUNTY MANAGER:</b>	<b>AO</b>

**SUBJECT: CODE OF ETHICAL STANDARDS**

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**I. Policy:**

The elected and appointed officers and employees of employer recognize that holding public office and/or employment is a public trust. To preserve that trust, we demand the highest code of conduct and ethical standards. The purpose of this policy is to define and establish the standards of ethical conduct that are required of public officials and employees so as to ensure their professional integrity in the performance of their duties.

- A. The officers and employees of employer shall comply with the following provisions. This list is not all-inclusive, but simply provides the basic level of conduct expected.
1. All elected and appointed officials and employees will conduct themselves with honesty and integrity in the course of performing their duties and responsibilities.
  2. They will act with care and diligence in the course of their employment.
  3. They will treat everyone, including coworkers, subordinates, supervisors, customers and the public, with the utmost respect and courtesy.
  4. They will comply with all applicable federal, state, and local laws.
  5. They will comply with any lawful and reasonable direction given by someone in the employee's agency who has authority to give the direction.
  6. They will maintain appropriate confidentiality.
  7. They will disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment.
  8. They will use employer resources in a proper manner.
  9. They will not provide false or misleading information in response to a request for information that is made for official purposes in connection with their employment
  10. They will, at all times, act in a way that upholds the values and the integrity and good reputation of employer.
  11. They will comply with any other conduct requirement that is prescribed by the employer.
  12. They will demonstrate positive attitude and progressive actions through the display of professionalism, courtesy, tact, punctuality, attendance, safety and discretion.

13. Department heads and supervisors are prohibited from negotiating, reviewing, or administering a contract between their respective department and a relative or an entity controlled by a relative that is within the third degree of consanguinity or affinity with the department head or supervisor.
- B. In addition, consistent with the provisions of NRS 281A.400 and NRS 281.230, the employer's officials and employees are required to comply with the following:
1. No official or employee will seek or accept any gift, service, favor, employment, engagement, perquisite, gratuity, or economic opportunity or advantage which would tend improperly to influence a reasonable person in his/her position to depart from the faithful and impartial discharge of his/her public duties.
  2. No official or employee will use his/her position with the employer to secure or grant unwarranted privileges, preferences, exemptions, or advantages for him/herself, any member of his/her household, any business entity in which s/he has a significant pecuniary interest, or any other person.
  3. No official or employee will participate as an agent of government in the negotiation or execution of a contract between the governmental entity and any private business in which s/he has a significant pecuniary interest.
  4. No official or employee will accept any salary, retainer, augmentation, expense allowance, or other compensation from any private source for the performance of his/her duties as an official or employee.
  5. If an official or employee acquires, through his/her public duties or relationships, any information which by law or practice is not at the time available to the public generally, s/he shall not use such information to further his/her own current or future pecuniary interests or the current or future pecuniary interests of any other person or business entity.
  6. No official or employee will suppress any governmental report or other document or information because the release of such report or information has the potential to impact his/her own pecuniary interests or those with whom s/he has a business or personal relationship.
  7. No official or employee will use governmental time, property (including monies or funds), equipment, or other facility to benefit his/her personal or financial interests.
  8. No official or employee will attempt to benefit his/her personal or financial interest(s) by influencing or intimidating a subordinate.
  9. No official or employee will seek other employment or contracts through the use of his/her official position or the influence associated thereto.
  10. An official or employee will not, in any manner, directly or indirectly, receive any commission, personal profit, or compensation of any kind resulting from any contract or other transaction in which the employer is in any way interested or affected except:

- a. A member of any board, commission, or similar body who is engaged in the profession, occupation, or business regulated by the board, commission, or body may, in the ordinary course of his/her business, bid on or enter into a contract with any governmental agency, except the board, commission or body of which s/he is a member, if s/he has not taken part in developing the contract plans or specifications and s/he will not be personally involved in opening, considering, or accepting offers.
- b. A public officer or employee, other than an officer or employee described in subsection (a) above, may bid on or enter into a contract with a governmental agency if the contracting process is controlled by rules of open competitive bidding, the sources of supply are limited, s/he has not taken part in developing the contract plans or specifications, and s/he will not be personally involved in opening, considering, or accepting offers.

Violations of any of the above provisions may result in disciplinary action, up to and including termination.

**II. RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.**