**Code of Ethics and Standards for**

**Road Commission Employees**

**General Principles**

 It is the policy of the County Road Commission to follow the highest ethics and standards of conduct. The following commitments serve as broad ideals to shape our conduct:

1. All relationships are to be truthful, trustworthy, and honest.

1. In all activities for the Road Commission, employees are to abide by all laws and regulations and adhere to Road Commission policies and procedures.
2. Assignments, duties, and responsibilities are to be carried out in a reliable and exemplary manner and with a commitment to public service.
3. Road Commission resources are to be utilized economically and efficiently.
4. Verbal communications and written statements are to be truthful and accurate.
5. Fellow employees must receive fair and considerate treatment, and they are not to be discriminated against because of race, color, religion, national origin, age, sex (including gender identity, sexual orientation, and pregnancy), height, weight, marital status, genetic information, or disability.
6. Employees are prohibited from having any type of relationship, association or contact with any customer or supplier which compromises, or appears to compromise, the Road Commission’s standards of conduct and ethics.
7. Each employee must avoid any investment, arrangement, or other association, whether his/her own or that of an immediate family or household member, which could give the appearance of, or actually interfere with, the independent exercise of sound business judgment in the best interests of the Road Commission, or otherwise represent a real or apparent conflict of interest between the interests of the employee and those of the Road Commission. For purposes of this policy, “immediate family” shall mean an employee’s spouse, children, parents, or siblings, including any such step-relatives.

 It is the obligation of every employee to be a responsible employee; that is, to be honest, trustworthy, conscientious, and dedicated to the highest standards of ethical business practices.

**Code of Ethics**

* \* Employees shall conduct their employment activities with the highest principles of honesty, integrity, truthfulness, and honor. To this end, employees are to avoid not only impropriety, but also the appearance of impropriety.
* \* Employees have a legal, moral, and ethical responsibility to report to the Road Commission known or suspected violations of law, regulation, or policy, including the Standards of Conduct.
* \* Employees shall not make, recommend, or cause to be made any expenditure of funds known or believed to be in violation of any law, regulation, or policy.
* \* Employees shall not use their position in employment to force, induce, coerce, harass, intimidate, or in any manner influence any person, including subordinates, to provide any favor, gift, or benefit, whether financial or otherwise, to themselves or others.
* \* In business dealings, employees shall not provide, nor offer to provide, any gratuity, favor, or other benefit, or engage in any other activity which could improperly influence, or reasonably be interpreted as improperly influencing, their decisions or activities. All such activities shall be conducted strictly on an arm’s length business basis.
* \* Employees representing the Road Commission to third parties shall not allow themselves to be placed in a position in which an actual or apparent conflict of interest exists. Such conflict of interest may arise, or appear to arise, by reason of the employee’s acceptance of gratuities, favors, or other valuable benefits which could improperly influence or reasonably be interpreted as improperly influencing sound business decisions. All such activities shall be conducted strictly on an arm’s length basis.
* \* Employees will exercise great care in situations in which there is a pre-existing relationship between an employee and an industry representative or official of an agency with whom the Road Commission has an existing or potential business relationship. In such a situation, the employee shall immediately report the relationship to his/her supervisor and, pending further direction by the Managing Director, the employee shall take no further action associated with the business in which the personal relationship exists. Where there is any doubt as to the propriety of the relationship, the employee shall discuss the relationship with his/her supervisor as to avoid even the appearance of impropriety.
* \* Employees shall not engage in outside business activities, either directly or indirectly, with a customer, vendor, supplier, or agent of the Road Commission, or engage in business activities which are inconsistent with, or contrary to, the business activities of the Road Commission.
* \* Employees shall not use or disclose the Road Commission’s confidential information, or any other confidential information gained in the performance of Road Commission duties, as a means for making private profit, gain or benefit.

**Standards of Conduct**

 This policy establishes standards of conduct and behavior for all employees of the \_\_\_\_\_\_\_\_\_\_\_\_\_ County Road Commission. Further, it provides guidance to employees in interpreting and complying with standards of conduct and related Road Commission policies.

**Gratuities**

 The County Road Commission has adopted the following definition of a “gratuity.”

Any gift, favor, entertainment, hospitality, transportation, loan, forbearance, any other tangible item, and any intangible benefits, including discounts, passes, and promotional vendor training, given or extended to or on behalf of a Road Commission employee, the employee’s immediate family or household member, for which market value is not paid by the recipient. It does not include such items as modest items of food and refreshments, such as soft drinks, coffee, and donuts, offered other than as part of a meal; and items with little intrinsic value, such as plaques, certificates, and trophies, which are intended solely for presentation.

 The Road Commission prohibits any employee from providing, or offering to provide, a gratuity of any value. In connection with this prohibition, the Road Commission will not reimburse an employee for any business expenses found to be a gratuity. It must be remembered that County Road Commission employees are prohibited from providing such gratuities not only because it violates Act 51 uses for Transportation Funds, but also because such gratuities give the appearance of impropriety or favoritism. Remember, no matter how innocent the gratuity may be, it immediately brings into question the integrity and business ethics of the employee and the Road Commission.

 Road Commission employees, or members of their families, shall not solicit, accept, or agree to accept, any gratuity having a market value of greater than $50, lavish entertainment, or other valuable benefits for themselves, members of their families, or others, either directly or indirectly, from an interest outside the Road Commission that is engaged in or seeking business or financial relations with the Road Commission, or has business or financial interests which are affected by the performance or non-performance of the employees of the Road Commission.

 No Road Commission employee shall accept any payments, fees, commissions or other form of remuneration from sub-contractors, vendors, or other third parties because of transactions or business involving the Road Commission.

**Bribery and Kickbacks**

 The County Road Commission prohibits any employee from participating in any bribery or kickback scheme, whether in the offering or receiving of payments for beneficial or favorable actions in any business matter.

**Conflict of Interest**

 All Road Commission employees are in positions of trust. As such, employees are prohibited from taking official business actions on any matter in which they or their immediate families have a direct or indirect financial interest. Should such a situation arise, the employee shall immediately disclose in writing the connection or interest in the activity or transaction to the Managing Director who, in turn, will take appropriate action to eliminate the conflict of interest.

 Employees should be alert to situations in which they suspect a possible conflict of interest. Questions regarding potential conflicts of interest should be directed to the Managing Director. The following are examples of conflicts when a Road Commission employee engages in outside employment activities:

* Employment or activities which benefit, either directly or indirectly, from the Road Commission’s activities.

* Employment or activities which so expend the time and effort of a Road Commission employee that it interferes with or otherwise diminishes the expected productivity or effort of the employee in carrying out the Road Commission’s employment responsibilities.
* Employment, full, part-time, or temporary, in any organization which does business with the Road Commission.
* Employment that conflicts with the satisfactory or impartial performance of the Road Commission’s employment duties.

 The following outside employment activities are prohibited, except as may be otherwise allowed under a collective bargaining agreement:

♦ Supplemental employment without the express written consent of the Managing Director.

* ♦ Supplemental employment during actual Road Commission duty time.

 ♦ Request for or use of sick leave to engage in supplemental employment.

* ♦ Use of any Road Commission funds, property, or equipment in or for the benefit of any supplemental employment.

**Duty to Report Violations**

 If an employee observes activities prohibited by this Policy, or if an employee is asked to engage in any activity which is prohibited by this Policy, the employee must report it so that the Road Commission may investigate and resolve the matter. The report should be made to the Managing Director or the Director of Finance. Violations of this Policy will result in disciplinary action, up to and including discharge from employment.

Chairperson

Clerk of the Board