

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF SEDGWICK COUNTY, KANSAS, AMENDING CERTAIN PERSONNEL POLICIES AND PROCEDURES

WHEREAS, the Board of County Commissioners of Sedgwick County, Kansas (“County”), has prepared and published personnel policies and procedures entitled “Sedgwick County Personnel Policies and Procedures Manual” (“Manual”) which govern County employment; and

WHEREAS, the County has discovered the need for revisions to said Manual; and

WHEREAS, the County has the authority to establish personnel policies and procedures pursuant to K.S.A. 19-212; and

WHEREAS, the County now desires to adopt an additional policy relating to “Employee Code of Ethics.”

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SEDGWICK COUNTY, KANSAS, that:

SECTION 1. The following policy is hereby adopted and will become effective immediately:

Policy No. 4.507 – *Employee Code of Ethics* (attached as Exhibit A).

SECTION 2. This resolution takes effect upon adoption.

Commissioners present and voting were:

PETER F. MEITZNER	_____
SARAH LOPEZ	_____
DAVID T. DENNIS	_____
LACEY D. CRUSE	_____
JAMES M. HOWELL	_____

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Dated this _____ day of _____, 2021.

BOARD OF COUNTY COMMISSIONERS
OF SEDGWICK COUNTY, KANSAS

ATTEST:

KELLY B. ARNOLD
County Clerk

PETER F. MEITZNER, Chairman
Commissioner, First District

LACEY D. CRUSE, Chair Pro Tem
Commissioner, Fourth District

APPROVED AS TO FORM:




MICHAEL L. FESSINGER
Assistant County Counselor

SARAH LOPEZ
Commissioner, Second District

DAVID T. DENNIS
Commissioner, Third District

JAMES M. HOWELL
Commissioner, Fifth District



 <p><i>Sedgwick County... working for you</i></p>	<p>Employee Code of Ethics</p> <p><i>Adopted on:</i></p>
<p>Adopted:</p>	<p>Policy No. 4.507</p>
<p>Enabling Resolution:</p>	<p>Developer/Reviewer: Chief Human Resources Officer</p>

1. Purpose

The purpose of this policy is to strengthen trust in government through clearly established ethical principles that guide the conduct of each Sedgwick County employee. Each employee is responsible for being familiar with, and adhering to, the Employee Code of Ethics.

2. Scope

The Employee Code of Ethics shall apply to all Sedgwick County employees with the exception of Elected Officials and employees of the Office of the District Attorney.

3. Policy

Public Trust

- I am committed to the public good.
- I utilize the power and resources of my position to advance public interests and not to obtain personal benefits or pursue private interests.
- I follow all applicable laws, policies and regulations in the execution of my duties.

Honesty

- I am truthful, transparent and forthright in my interactions with fellow employees and the public.
- I function with integrity, impartiality and cannot be improperly influenced.
- I report suspected misconduct or illegal activity to the appropriate officials.

Respect

- I demonstrate respect for my profession and Sedgwick County through my words and actions.
- I show regard for the diversity, needs, feelings, opinions and beliefs of all people.
- I model civility in all relationships.
- I protect confidential information.

Professionalism

- I exhibit pride in self and my team.
- I am competent and engaged in continuous learning.
- I accept responsibility for my job performance and behaviors.
- I protect the reputation of Sedgwick County and its employees.

Equal Opportunity

- I foster a work environment that is fair to current and prospective employees in all aspects of employment.
- I ensure equal access to the public and serve all with care and dignity.
- I actively oppose discrimination in County operations.

Financial Responsibility

- I manage financial resources entrusted to me in a prudent and responsible manner.
- I comply with all financial responsibilities and adhere to Sedgwick County Financial Policies.
- I do not solicit or accept gifts, services or favor for personal gain.
- I adhere to County guidelines on the declaration and acceptance of non-monetary items.

Stewardship

- I ensure the County's fiscal, human and material resources are managed consistent with public interest and community needs.
- I promote efficient and effective practices in all services.
- I protect natural resources and plan for a sustainable future.

4. Procedures

Alleged violations of the Employee Code of Ethics may be submitted to the Division of Human Resources via: www.SedgwickCounty.org > *Human Resources* > *Employee Relations Form*.

Substantiated violations will be addressed following the procedures outlined in policy 4.501 Progressive Discipline.