

## VI. Code of Ethics

### A. Ethical Conduct

It is the policy of Baldwin County Commission to uphold, promote and demand the highest standards of ethics from all employees and officials, whether elected or appointed. Accordingly, all County employees should maintain the utmost standards of personal integrity, truthfulness, honesty, and fairness in carrying out their public duties; avoid any improprieties in their roles as public servants; and never use their county position or powers for improper personal gain.

Every employee of the Baldwin County Commission is a “public employee”. The taxpayers of this County entrust every employee with the responsibility of carrying on business beneficial to the taxpayer.

Employees of the Baldwin County Commission are subject to the provision of the Alabama Ethics Law (codified at §§36-25-1, et.seq., Code of Alabama 1975, as amended from time to time) (sometimes referred to as the “Alabama Ethics Law” or the “Ethics Law”) and the decisions and enforcement of the Alabama Ethics Commission. Employees may visit the Ethics Commission’s website to acquire further information of interest at [www.ethics.alabama.gov](http://www.ethics.alabama.gov).

### B. Statement of Economic Interests

Some employees will have to complete an annual questionnaire for the Alabama Ethics Commission. The Personnel Department will provide these employees the required forms, upon request. These employees are responsible for filing the reports in a timely manner. Section 36-25-4.2 states that “[a]ll public employees required to file the Statement of Economic Interests required by Section 36-25-14, shall participate in an online educational review of the Alabama Ethics Law provided on the official website of the commission. Employees hired after January 1, 2011, shall have 90 days to comply with this subsection.”

### C. Political Activity

Employees may individually exercise their right to vote and privately express their views as a citizen, including becoming a candidate for public office. However, an employee shall not engage in political activities during his or her work time. Without limitation, Baldwin County expressly prohibits employees from soliciting political financial contributions, distributing political literature, wearing political buttons or similar insignia during their work time. Employees who are issued uniforms by Baldwin County are prohibited from wearing their uniforms while engaging in political activities.

Baldwin County also prohibits employees from distributing political literature or printed or other material of any kind in working areas at any time. Employees may not use any equipment owned

by Baldwin County, including but not limited to, copiers and fax machines, to engage in political activities.

This prohibition against soliciting other employees for political purposes covers Baldwin County's telephonic and computer equipment. Thus, no employee is permitted to use Baldwin County's electronic mail, the internet, voice-mail, telephones, computers or other related equipment for the purpose of soliciting others for political activities or for preparing, duplicating or distributing political literature or other material to other employees or non-employees.

The Personnel Director is available to answer any questions regarding proper employee political activity. This policy does not authorize a county employee to engage in political activity in violation of federal or state law.

#### **D. Secondary Employment**

Baldwin County Commission employees shall not engage in any outside employment which adversely affects his or her work performance as an employee of the County or creates a conflict of interest.

If an employee engages in other employment, he or she must notify his or her supervisor in writing stating the name of the employer, the nature of work or business, specific duties, and hours worked per week. The supervisor will send a copy of these statements to the Personnel Director for placement in the employee's personnel file. If the supervisor believes there may be a potential incompatibility between the outside employment and County employment due to either the number of work hours or nature of work or scheduling requirements, he or she shall submit appropriate recommendations to the Personnel Director. The final decision will be made jointly by the Personnel Director and the Appointing Authority or Appointed Department Head.



*If you work another job, you must notify your supervisor in writing and state the employer, type of work, job duties, and hours worked per week. This job cannot conflict with your primary job with the Baldwin County Commission.*

The employee shall at all times give first priority to the performance of his or her Baldwin County Commission job. County work schedules will not be adjusted to accommodate non-County work schedules.

#### **E. Nepotism**

Relatives of employees will be eligible for employment, but they must compete for jobs on the same terms and conditions as other applicants.

Employees are not permitted to directly supervise a relative. Direct or immediate supervision includes, but is not limited to, any participation in the hiring decision, promotional decision, work assignment decision, shift assignment decision, disciplinary decision or the evaluation process of another employee.

For purposes of this section of the Employee Handbook, “relatives” is defined as a spouse, child, parent, brother, sister, parent-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew and first cousin of current employees.

## **F. Reporting Arrests**

Any employee of the County who has been arrested for any reason must report the arrest and surrounding circumstances to his or her immediate supervisor within one (1) day of returning to work. Failure to comply with this policy may result in disciplinary action. Supervisors are required to forward the information to the Appointing Authority, Appointed Department Head and Personnel Director.