

4.06 ETHICS POLICY

A. Purpose

As an employee under the hiring authority of the Board of Commissioners, you hold a position of trust. All employees are expected to maintain the highest of ethical standards. The following examples reflect possible conflicts that confront public officials and employees. They are not intended to represent the entire scope of conflicts of interest or ethics issues. The [Ohio Ethics Laws and Related Statutes](#), including penalties and fines and imprisonment for violation, are contained in [Chapter 102](#) and [2921.43](#) of the O.R.C.

B. Compliance with State Ethics Laws

The [State of Ohio Ethics Commission](#) has specific laws governing the conduct of public employees, which are distributed to new employees upon their hire. Employees are expected to comply with those laws. The following is a summary of the important expectations for ethical conduct:

1. Misuse of Official Position

You may not use your position as a public employee to gain personally as a result of decisions you make or have an influence on at work. You may not use your position as a public employee to secure anything of value for persons or entities with whom you have a relationship, which would impair your objectivity, such as your family members, business associates, employer or others.

2. Revolving-Door Policy

You may not represent another person or business before any public agency (including your employer or former employer) in any matter in which you had dealings as an employee. This is effective while you are a public official or employee and for one (1) year or more after you leave public employment.

3. Sale of Goods and Services

You may not be paid by anyone other than your employer for services rendered in any matter pending before a County agency. If you want to sell goods or otherwise do business with a government agency, contact the State Purchasing, County Purchasing, and the Ohio Ethics Commission to be sure the proper bidding and selection requirements are met.

4. Confidential Information

You may not use or release information you acquired as a result of your public service if it is confidential by statutory provision or officially designated as confidential.

5. Licensing and Rate Making

You may not participate in license or rate-making proceedings if you have a personal interest in the matter.

6. Interest in a Public Contract

You are prohibited from having any interest in a public contract of the Board of Commissioners. You may not use your authority or influence to get approval of a public contract or secure investment of public funds if you, your family, or any business associate has an interest in the transaction.



7. Soliciting or Receiving Improper Compensation

You may receive no additional compensation or any other thing of value to perform your duties. You may not solicit or accept anything of value in exchange for appointing, promoting, or transferring any person to any public position.

C. Duty to Avoid the Appearance of Impropriety

County employees have a duty to disclose to their immediate supervisor any information which creates a possible appearance of improper dealing even if there is no actual ethical violation.

D. Duty of County Employees to Report Charge for Crime of Dishonesty

Any County employee who has been charged with a crime of dishonesty, including but not limited to: theft, forgery, or misuse of a credit card, shall report the charge to their immediate supervisor within five (5) days of the charge being filed. Failure to report the charge is grounds for discipline, up to and including termination of employment.

E. Failure to Comply with Investigation

Employees are required to fully and honestly comply with any request of an investigation into alleged violations of this policy.

F. Attempt to Obstruct Investigation or Induce Another to Obstruct Investigation

No employee shall attempt to obstruct, or induce another to obstruct an investigation conducted pursuant to this policy. Any employee who knowingly attempts to obstruct an investigation pursuant to this policy is subject to disciplinary action, up to and including termination.

G. Investigatory Records

Except for written documentation of disciplinary action, the file/record related to any investigation into an alleged ethics violation will be maintained separately from the employee's personnel files. Upon the completion of the investigation, the records will be made available in accordance with the County's public records policy.

H. Acknowledgement of Receipt

The Ohio Ethics Law requires that new public officials and employees receive a copy of the [Ohio Ethics Laws and Related Statutes](#) within fifteen (15) days of beginning the performance of their official duties. A copy of the law must be provided by the public agency or appointing authority that the public official or employee serves. The new public official or employee must acknowledge receipt of the law in writing.

