



OFFICE OF THE COUNTY MANAGER
CLARK COUNTY, NV

PERSONNEL DIRECTIVE NO: 8.0
SUBJECT: ETHICAL STANDARDS
EFFECTIVE DATE: 01/03/2022

I. PURPOSE

To establish ethical standards for appropriate and transparent behavior of all employees of the County, ensuring that employees operate to uphold the public trust in the actions of the County, its fiduciary responsibilities to the tax payer citizens, and the manner by which the operations of County business are conducted. It is expected that all employees (including elected officials), shall conduct the operations of the government with loyalty to the law, and with integrity and impartiality. Employees will not attempt to use their official County positions to secure or grant privileges, exemptions, advantages, contracts, or preferential treatment for themselves or others.

II. PROCEDURES

1. Policy Expectations

- i. County employees shall perform their duties in accordance with these Ethical Standards. It is the responsibility of all employees to review these Ethical Standards to ensure their behavior is in line with County policies and procedures at all times.
- ii. Ethical Standards are in place to help County employees work together as a professional team, with consideration for the rights and interests of others. Ethical Standards identify conduct and performance that does not positively represent the County. Engaging in prohibited activities and/or willful violation of these standards may result in disciplinary action, up to and including termination. The standards as noted in this Directive are not meant to be exhaustive.

2. Prohibited Activities During the Course of Employment

- i. Employees are prohibited from simultaneously holding two (2) or more County positions of any type, with the exception of internships for program requirements.
- ii. Employees are prohibited from holding a County position and contracting employment with the County simultaneously.
- iii. Employees are prohibited from engaging in activities that do or may be perceived to influence or impair the independent judgement of the employee's ability to act in the best interest of the County and/or the public.



- iv. Employees are prohibited from any actions or activities that would deliberately inhibit or cause difficulties for a team member or supervisor in the performance of their duties.
- v. Employees are prohibited from covertly recording conversations involving other employees without prior consent of all parties. The recording of conversations involving other employees when done openly and without concealment may be authorized in appropriate circumstances. When such a recording is done, each person involved will confirm on the recording device that they are aware the interaction is being recorded.

3. Conflicts of Interest

- i. Employees in position classifications that exercise significant discretionary authority in the provision of service within a department will submit Financial Disclosure Statements to Human Resources and the County Clerk's Office, Commission Division, no later than March 31st of every year.
 - 1. The County Manager or designee will determine the position classifications in each department that exercise significant discretionary authority. At a minimum, this provision will apply to all MPlan employees.
 - 2. *Financial Disclosure Statement* forms will be designed by the County Manager or designee and, once completed, made available for public inspection in the County Clerk's Office.
- ii. Disclosure of conflicts of interest. Any employee, while in the performance of the duties of their assigned position, who becomes aware of a potential conflict of interest in County decision-making that may arise out of 3rd party relationships they maintain (e.g. personal or familial relationships, additional employment, consultations, investments and/or other items) is required to notify their department head or designee immediately.
 - 1. An employee will inform the County of any outside employment, ownership, and/or partnership in a business unrelated to official duties.
 - 2. For newly hired employees, the employee must notify the County of any outside employment activity by completing a *Notice of Additional Employment* form. The form shall be submitted to the Department Head or designee for approval. If it is determined that a conflict exists, the employee will be informed that they may not hold both positions simultaneously.
- iii. Employees are prohibited from engaging in, but not limited to, financial, personal or collaborative activities that represent a conflict of interest with their duties and responsibilities.



4. Gifts

- i. Employees will not directly or indirectly request or seek any gift regardless of the form (e.g. food items, money, travel, loans, services, hospitality, promises, favors, credits, tickets or other forms of entertainment, etc.).
- ii. Employees will refuse any and all gifts, services (including purchased meals), favors, employment, compensation and/or economic opportunity that would tend to improperly influence a reasonable person in the employee's position to depart from faithful and impartial performance of their duties, or which appear to be intended as a reward for any official action on the employee's part.
- iii. Employees should follow the following provisions upon receipt of unsolicited gifts:
 1. Unsolicited meals with a value of less than seventy-five dollars (\$75) may be accepted, provided that the acceptance of a meal is not intended to influence the employee's performance, create the perception of impropriety, or occur on a regular basis. The acceptance of a meal with a value of less than seventy-five (\$75) must be disclosed to the employee's Department Head or designee.
 - a. Participation in sponsored events where food is provided as part of a job-related seminar, conference and/or professional networking event may be accepted, provided that prior authorization is obtained from the employee's Department Head or designee. The cost to the vendor should be used to determine if acceptance of the meal fits within these guidelines, not the retail value of the food.
 2. Tickets to community events (e.g. not-for-profit banquets, charitable events, openings of commercial properties, etc.) which may provide an opportunity to build working relationships within the community must be disclosed and approved by the employee's Department Head or designee, prior to acceptance, provided the acceptance will not create the perception of impropriety.
 3. Unsolicited gifts must be returned, shared with other employees or given to charity.
 4. Questions about the appropriate action regarding unsolicited gifts should be directed to the Department Head or designee.
 5. Employees are prohibited from accepting any salary, retainer, augmentation, expense allowance, gifts, services, credits and/or other compensation from any private source for the performance of their duties as a County employee.



5. Improper Personal Use of Job Position, County Property, and Protected Information

- i. Employees are prohibited from using public property, funds, or discretionary decisions for personal or political gain.
- ii. Employees are prohibited from directly or indirectly permitting others to use County property of any kind for personal use.
- iii. Employees will be required to replace or reimburse the County for any property lost or damaged due to the employee's negligence.
- iv. Employees are required to protect and conserve all County property, including equipment and supplies entrusted or issued to them.
- v. Employees are prohibited from accessing information on County resources and/or during working hours that may be used to further their own or another's economic, personal, and/or political interests.
- vi. Employees are prohibited from using their current position with the County for the purpose of seeking or pursuing any 3rd party employment, ownership, or partnership for personal and/or financial gain and/or to further the objective(s) and/or agenda(s) of said 3rd party.
- vii. Employees are prohibited from directly or indirectly accessing or permitting access by any non-authorized parties (including other County employees) of any information that is held in trust by the County, including confidential information.

6. Confidential Information

- i. Employees will respect and protect confidential information to which they have access in the course of official County duties; avoid any interest or activity that lie in conflict with the conduct of official County duties; and seek no favor for personal economic interest or the interest of others secured by confidential information.
- ii. No Employee who acquires information in the course of their duties, which information by law or policy is not available at the time to the general public, will use such information to further their own economic interest or that of others.
- iii. No employee may use work hours or County resources to secure information intended to be used to further their economic interest or that of others.

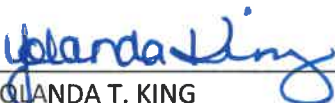
7. Political Activity and/or Endorsements

- i. Employees are prohibited from publicly endorsing any person, product or service in their capacity as a County employee.
- ii. Employees are prohibited from engaging in political activities at the workplace, including but not limited to wearing campaign paraphernalia (e.g. buttons, hats, shirts), displaying political items in any county-owned buildings



(including building common areas such as break rooms or restrooms), spaces, or on county property (e.g. equipment, vehicles).

- iii. Employees are prohibited from campaigning for any candidate during working hours, including but not limited to discussing individual candidate campaign platforms with other employees, pressuring anyone to vote for a particular candidate or political party, or disparaging any individuals for their personal political views and beliefs.
- iv. Employees are prohibited from discriminating against and/or denying access to County goods or services to any individual or citizen based on that individual's political views and/or political association whether verbally stated or displayed on their person or property. (e.g. discriminating against or providing preferential treatment to a customer wearing an article of clothing supporting or opposing a political candidate).
- v. Unless required to in the course of their assigned duties, employees shall not voice or take any actions that would imply that the employee's political statements or actions are representative of, or presented on behalf of, the County, its managers or elected officials.
- vi. Employees are encouraged to exercise their rights as a citizen to vote and become involved in political campaigns of their choice outside of working hours.



YOLANDA T. KING
County Manager