



WASHOE COUNTY CODE OF CONDUCT

Purpose

This Code of Conduct sets forth Washoe County's expectations of its employees in their interactions with the public and each other and reflects the core values set out in Washoe County's Value Statement:

We value...

- **Community**
- **Quality Public Service**
- **Teamwork**
- **People**
- **Communication**
- **Integrity**
- **Professionalism and**
- **Progressive Thought**

This Value Statement and the following Code of Conduct recognize that Washoe County's most valuable asset is its employees and reflects Washoe County's commitment to recognizing that everyone deserves to be treated with dignity and respect. Employees, while on duty, are expected to conduct themselves at all times in a manner consistent with this Code of Conduct, and a failure to do so may lead to discipline up to and including discharge. Off duty conduct that, at a significant level, negatively affects County operations or brings discredit to the organization may be cause for disciplinary action up to and including discharge.

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Honesty

- A commitment to honesty requires a good faith intention to be accurate, sincere and straightforward, to seek out the truth, and to avoid misrepresentation.
- Honesty is the cornerstone upon which public trust is built. For the public to have faith in its public employees, employees shall always be honest in their dealings with the public and each other.



Respect

- Employees shall acknowledge the fundamental dignity and worth of others and their opinions.
- Respect reflects a commitment to attempt to resolve conflicts at the lowest level in a respectful and straightforward manner.
- Respect creates an environment in which ideas can be exchanged, concerns can be appropriately voiced, problems can be solved, and employees' contributions to the organization are recognized, and requires employees at all levels to interact in a professional and dignified manner.

Duty to Serve the Public

- Washoe County employees shall commit themselves to high professional, ethical, and moral standards in their dealings with the public and their fellow employees.
- Duty to public service embraces the unique responsibility to respond in emergencies, to work as a team and with a spirit of cooperation within the organization and our community.
- Duty to public service requires that Washoe County employees be accountable to each other, the County organization, and the public for their conduct at work and for their off duty conduct which negatively affects Washoe County.

Tolerance

- Employees shall accept and value differences and refrain from negative judgment based solely on those differences.
- Washoe County, as an organization and a community, is strengthened by a diversity of experiences, backgrounds, preferences, perspectives, and talents.
- Employees' ability to embrace diversity promotes and enhances our progress.

Fairness

- Employees shall endeavor to listen, understand, and perform their duties without prejudice or favoritism.



Courtesy

- Employees shall be courteous, polite and considerate in dealing with each other and the public.

Compliance with other adopted Policies

- Employees shall comply with all other applicable adopted policies: such as Workplace Violence, Discrimination policies, etc.