

CODE OF CONDUCT

The Office of the County Clerk's Code of Conduct provides principles and examples of good workplace conduct for all employees. We have an obligation to adhere to all rules, regulations, laws, policies and procedures.

A productive work environment depends upon each of us modeling behavior consistent with the Code and effectively holding each other and ourselves accountable.

OUR FOUNDATION

Consistent with the fundamental principles of honesty and fairness, in all our interactions, we will demonstrate professional, knowledgeable service to the public, integrity, openness, passion for excellence, personal accountability, respect for others, and teamwork.

GUIDING PRINCIPLES OF WORKPLACE CONDUCT

- Work as a team to develop the best qualified staff.
- Recognize that inclusiveness and diversity are essential to success.
- Acknowledge that a range of perspectives are essential to success.
- Recognize that all successes and failures reflect on the entire staff.
- Treat co-workers with respect and common courtesy.
- Avoid engaging in any interoffice gossip as it is damaging to individual confidence and office morale.
- Act as responsible stewards of our customers' funds and resources.
- Adhere to all laws, regulations and the requirements of our mission statement.
- Make decisions and provide suggestions to supervisors based on solid demonstrable information.
- Perform job duties with the highest integrity in accordance with recognized standards and procedures.
- Recognize and respect those who have contributed to the success of the entire county.
- Never compromise safety for personal or operational needs.
- Minimize risk to public health and respect the needs and well being of one another, including the use of the proper tone of voice and respectful sharing of space.