Weber County Human Resources Policy 3-400
Standards of Conduct

I. Purpose

Weber County, like any other large enterprise, must maintain certain rules of conduct. These rules are essential to the successful operation of our organization, and they require the full cooperation of all employees. They define our rights and responsibilities as employees and ensure our effectiveness as a working team.

II. Policy

Weber County employees are expected to act in a professional and courteous manner to fulfill their job duties, and to refrain from engaging in activities that might reflect poorly on the county. County supervisors and managers are held to a higher standard of conduct to ensure that employees are able to fulfill their duties in a professional environment.

No employee shall be excused from observing the standards of conduct. This code of conduct will be uniformly applied to all Weber County employees. When a rule is violated, the facts and circumstances of the individual case will be considered, and depending on the severity of the infraction, disciplinary action, ranging from a warning to dismissal, may be applied.

III. Procedures

A. **Standards of Conduct:** Employees will fulfill their job duties, act professionally, and comply with policies and procedures. Inappropriate and unprofessional behavior includes, but is not limited to, the following:

1. Insubordination or refusal to comply with written or verbal instruction from a supervisor, except in cases where the instruction is believed to be unethical or illegal in nature, in which case the employee should immediately notify, in writing, their department head or human resources;
2. Conviction of a felony while an employee of Weber County;
3. Conduct endangering the safety of employees or the public;
4. Inducing, or attempting to induce, any county employee to commit an act in violation of county regulations, policies or departmental orders;
5. Incompetency or inefficiency in the performance of job duties;
6. Carelessness, abuse, or negligence with county funds or property;
7. Stealing county or employee funds or property;
8. Falsification of personnel records, time reports, or other county records;
9. Physical attack on the public, county officers, or employees;
10. Using threats, or attempting to use personal or political influence in an effort to secure special favors or consideration as a county employee;
11. Using or being under the influence of intoxicants or drugs or having them in your system while on duty;
12. Unlawful carrying of a weapon while on duty;
13. Making direct, indirect, implied, or conditional threats against another employee;

14. Using a computer for political activity, self-employment or outside employment;
15. Using computer software in violation of license agreement;
16. Copying software licensed to or developed by Weber County. Bringing non sanctioned hardware from home or software from home computers to run on Weber County computers unless authorized in writing by the Director of Information Technology. Purchasing, moving, altering, or repairing computer equipment and wiring unless authorized by the Director of Information Technology;
17. Violating a safety rule or practice;
18. Using offensive language toward the public, county officers or employees;
19. Inattentiveness to work, failing to start work at the designated time, quitting work early, or leaving the job during working hours without prior authorization from the supervisor or department head;
20. Vending, soliciting, or collecting contributions on the county's time or premises without prior authorization;
21. Failure to comply with established county and department policies and procedures;
22. Unauthorized use of county vehicles, equipment or materials;
23. Operating a vehicle without the proper license or insurance;
24. Excessive absenteeism, tardiness or other violations of the Leave Practices policy;
25. Bringing to work, disseminating or displaying any materials that are offensive and which could give rise to or form the basis for the following types of employee or citizen complaints: a sexual harassment complaint, an allegation of a hostile work environment, a discrimination claim based on protected status or violation of a county policy; however, actions specifically authorized or protected by law are not a violation of policy;
26. Using notes, e-mail, voicemail, fax, text messaging, social media or the internet to harass or discriminate on the basis of sex, race, color, national origin, religion, age, disability, pregnancy, genetic information, sexual orientation, marital status, or gender identity; however, actions specifically authorized or protected by law are not a violation of policy;
27. Bringing to work or intentionally disseminating, forwarding or displaying sexually salacious materials, including intentional viewing of pornography in print or digital form or downloading pornography from the internet;
28. Engaging in intentional or unintentional acts contrary to public service, or acts that harm or would reasonably be expected to harm the reputation or image of the county or department; Refusing to respond to an official request for factual information or impeding an internal investigation; however, actions specifically authorized or protected by law are not a violation of policy;
29. Violating the ethical behavior and conflict of interest provisions of this policy, as explained below;
30. Soliciting political support or contributions using county employees, funds, time or equipment;
31. Giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority;
32. Unauthorized disclosure of confidential information, including but not limited to an employee's or volunteer's social security number, date of birth, personal

health information, financial information, or other protected information, except as authorized by law, County policy, or as required to perform official job duties.

B. Additional Standards of Conduct for Supervisors: In addition to the standards of conduct for employees, supervisors are held to a higher standard of conduct to ensure that all employees are treated with respect and are able to work in an atmosphere conducive to fulfilling their job duties. Inappropriate and unprofessional behavior for supervisors includes, but is not limited to:

1. Disclosing private information about an employee or volunteer he or she supervises, including but not limited to social security number, date of birth, private medical information, financial information, or any information related to an employee's personnel file.
2. Violating Human Resources Policy 3-1000: Personal Relationships.
3. Evaluating or attempting to influence any action involving a relative, romantic partner, or sexual partner for purposes of pay, benefits, promotions, discipline, performance appraisals, work assignments, working conditions, training opportunities or any other condition of employment.

C. Ethical Behavior and Conflicts of Interest

1. Title 17, Chapter 70 (Part 5) of the Utah Code establishes certain standards of ethical conduct for county officers and employees, including requiring disclosure of conflicts of interest in certain situations. All county employees, including elected officials and other appointed officers, and all members of county boards and committees (whether compensated or not) are subject to those standards and must comply with them.
2. All county officers, employees, and board and committee members must read and sign the County Officers and Employees Disclosure Code Acknowledgment form when they begin their county service and as often as required thereafter.
3. The Board of County Commissioners designates Human Resources as the repository for all required disclosures and forms and delegates to Human Resources the responsibility to collect and file the disclosures and forms.
4. The County Clerk is responsible for posting on the county's website any sworn conflict-of-interest disclosure statements filed by elected county officers regarding interest in businesses that do or anticipate doing business with the county and ensuring those disclosures remain publicly available until the officer leaves office.

D. Disciplinary Action

1. Employees in violation of the standards of conduct will be subject to disciplinary action as outlined in Policy 3-600 Discipline.

DATED this 13th day of October, 2026.

BOARD OF COUNTY COMMISSIONERS OF WEBER COUNTY:

Gage Froerer, Chair

ATTEST:

Ricky Hatch, CPA
Weber County Clerk/Auditor

Emily Wilde
Human Resources

Approved as to form and legality:

Courtlan Erickson
Deputy County Attorney