

# Salt Lake County Human Resources Policy 3-300: Standards of Conduct

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## **Purpose**

This policy establishes employee standards of conduct.

## **I. Policy**

Salt Lake County employees are expected to act in a professional and courteous manner, to fulfill their job duties, and refrain from any conduct reflecting poorly on the County. County supervisors and managers are held to a higher standard of conduct to ensure that employees can fulfill their job duties in a professional environment.

## **II. 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. Excessive absenteeism, tardiness or other violations of [County leave policies](#);
  2. Disregarding safety regulations or policies;
  3. Insubordination;
  4. Neglect of duty;
  5. Engaging in inappropriate behavior towards co-workers or members of the public that is disruptive to the workplace;
  6. Falsifying county records;
  7. Using county property for personal purposes unless permitted by a written Agency or County policy;
  8. Theft;
  9. Destroying, damaging, vandalizing, or threatening to damage or destroy County property or the property of others;
  10. Failing to comply with a written uniform, dress, or grooming policy of an Agency or Division;
  11. Engaging in intentional or unintentional acts contrary to public service;
  12. Refusing to respond to an official request for factual information or impeding an internal investigation;
  13. Accepting gratuities or compensation from customers, clients or vendors in violation of the [Professional Ethics & Conflict of Interest](#) policy;
  14. Soliciting political support or contributions in violation of [HR Policy 3-1100 Political Activities](#);
  15. Failing to comply with the non-smoking regulations of County Government and State law;
  16. Violating the [Government Records Access Management Act](#) or the Health Insurance Portability and Accountability Act ([HIPPA 45 CFR Parts 160 and 164](#)) including the unauthorized or unlawful disclosure, issuance, abuse, intentional release of, or gaining unauthorized access to any private, controlled or protected information;
  17. Operating any form of a vending machine service for profit, commission or otherwise on County property except as awarded through a competitive bid under County policy;
  18. Failing to obtain or maintain all required occupational licenses, professional licenses, or certifications;
  19. Any other violation [County or Agency Policy, Countywide Policy, County Ordinance; or](#)
  20. [Any other violation of state, federal, or local law.](#)

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- 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 can work in an atmosphere conducive to fulfilling their job duties. Inappropriate and unprofessional behavior for supervisors includes, but is not limited to, the following:
1. Disclosing private information about an employee he or she supervises, including private medical information, financial information, or any other information related to an employee's personal life.
    - a. Engaging in a dating, romantic or sexual relationship with an employee he or she supervises, whether directly or indirectly.
    - b. Failing to report to his or her supervisor or Human Resources a dating, romantic or sexual relationship with an employee he or she supervises, whether directly or indirectly, so that the County may reassign an employee or take other action to avoid actual or perceived conflicts, bias or favoritism.
    - c. Evaluating or attempting to influence the evaluation or any other 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 employee benefit.
- C. Employees in violation of professional standards of conduct will be subject to disciplinary action as outlined in [HR Policy 3-400 Discipline](#).

### III. References

- A. Discrimination Prohibited, Salt Lake County Code of Ordinances, 2.80.140
- B. Salt Lake County County-wide Policies & Procedures as applicable
- C. Human Resources Policy:
  1. 1-200, General Definitions
  2. 2-500, Criminal Background Checks
  3. 2-600, Work Hours, Telecommuting, and Remote Access
  4. 3-100, Harassment, Discrimination and Retaliation
  5. 3-400, Discipline
  6. 3-500, Grievance Appeals
  7. 3-500(A), Career Service Council Appeals
  8. 3-700, Alcohol & Drug Screening, Testing & Treatment
  9. 3-800, Violence in the Workplace
  10. 3-1000, Drug-Free Workplace
  11. 3-1100, Political Activities
  12. 4-200, Leave Practices

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APPROVED and ADOPTED this 16<sup>th</sup> day of July, 2024.

SALT LAKE COUNTY COUNCIL

By Laurie Stringham  
Laurie Stringham, Chair

ATTEST:

Lannie Chapman  
Lannie Chapman, County Clerk

**Reviewed and Advised as to  
Legality and Form**  
Salt Lake County  
District Attorney's Office  
Zachary Lancaster  
Digitally signed by Zachary  
Lancaster  
Date: 2024.07.10 08:52:13 -06'00'

Voting:

Council Member Alvord  
Council Member Bradley  
Council Member Bradshaw  
Council Member Granato  
Council Member Harrison  
Council Member Theodore  
Council Member Stewart  
Council Member Stringham  
Council Member Winder Newton

"Aye"  
"Aye"  
"Aye"  
"Aye"  
"Aye"  
"Aye"  
Absent  
"Aye"  
"Aye"