

**SANDUSKY COUNTY
PERSONNEL POLICY AND PROCEDURE MANUAL**

ETHICS OF PUBLIC EMPLOYMENT

**SECTION 5.04
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- A. The proper operation of government requires that actions of public officials and employees be impartial; that government decisions and policies be made in the proper channels of governmental structure; that public office not be used for personnel gain; and that the public have confidence in the integrity of its government. Recognition of these goals establishes a Code of Ethics.
- B. It is unethical and illegal for any employee, manager, or staff member to:
1. Use their official position for personal gain, or to participate directly or indirectly in any activity which is in conflict with the proper discharge of their official duties;
 2. Accept any gift, whether in the form of service, loan, item, or promise from any person, firm, or corporation which is interested directly or indirectly in any manner whatsoever in business dealings with the County;
 3. Accept from any contractor or supplier doing business with the County any material or service for the private use of the employee; and
 4. Engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper performance of the employee's official duties or would tend to impair independent judgment or action in the performance of official duties.

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- C. Appointing Authorities shall provide employees with a copy of O.R.C. Chapter 102 within fifteen (15) days of hire and shall require employees to acknowledge such receipt in writing. Such acknowledgement shall be placed in the employee's personnel file.