



WAYNE COUNTY POLICY STATEMENT

Title:	Code of Conduct Policy		
Wayne County Policy #		Date Issued:	6/30/2013
Category:	Conduct	Date Revised:	5/20/2025
Approved By:	Donna Wilson, Personnel/Human Resources Director		Page 1 of 5

I. PURPOSE

It is the policy of Wayne County that employees maintain a working environment that encourages integrity, mutual respect, promotes civil and congenial relationships amongst the employees and is free from all forms of harassment and violence. To that end, certain rules and regulations regarding employee behavior are necessary for the efficient operation of the County, and for the benefit and protection of the rights and the safety of all. Conduct that interferes with operations or brings discredit upon Wayne County will not be tolerated. Employees are expected to conduct themselves in an appropriate manner in accordance with a culture of excellence operating efficiently, effectively, and responsibly. .

II. POLICY PROVISIONS

In an effort to have a working environment that supports a culture of excellence, we have set standards of conduct which make clear an acceptable behavior applies to all employees. Conduct described below is not an exhaustive list of prohibited behavior but is provided as examples of behavior that does not support a culture of excellence that values integrity, transparency, accountability, empowerment and inclusion.

1. Willful violation of any provisions of the Civil Service Act or Rules.
2. Conviction of a felony or misdemeanor involving moral turpitude.
3. Falsification or omission of information on the employment application or any other human resources or Wayne County records, including medical records or records submitted by the employee under any benefit plan provided by the employer.

Falsification or omission of information when being interviewed as part of an internal investigation or grievance.

4. Commission of any type of fraud, dishonesty or deception related to the job whether or not it constitutes a crime and whether or not there has been an arrest or conviction of any crime.

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5. Failure to report fraudulent, dishonest or deceptive conduct or activity committed by another employee, public servant, vendor or others.
6. Inducement or attempt to induce any officer or employee in Wayne County services to commit an illegal act or to violate any lawful and reasonable departmental or official regulation or order or to participate therein.
7. Committing scandalous and/or disgraceful conduct while on or off duty where such conduct brings Wayne County services into public disrepute.
8. Drinking or possession of alcoholic beverages at any time on County premises. Being under the influence of alcohol or showing signs of use of alcohol upon reporting to work or during working hours (intoxicated while on duty).
9. Possession, purchase, sale, give-away, or use of any illegal or non-prescribed controlled substance or drug at any time on County premises. Being under the influence of any illegal or non-prescribed controlled substance or drug or misuse of prescribed drugs upon reporting for work, during working hours, or on Wayne County premises during non-working hours.
10. Refusal or failure to comply with a required alcohol/illegal substance (drug) test.
11. Knowingly receiving personal economic benefit (e.g., inaccurate rate of pay, any form of overpayment, etc.) accompanied by a failure to notify management of such benefit.
12. Directly or indirectly aid in any manner concerned in assessing, soliciting, collecting or receiving money or other thing of value from anyone for any political purpose whatsoever.
13. Improper or inappropriate use or removal of the County's property, equipment or telecommunication equipment/systems including, but not limited to: faxes, voicemail, e-mail, internet, computer network, personal telecommunications devices (i.e., cell phones, camera phones) etc.

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14. Taking of a fee, gift or other valuable thing, for personal use, in the course of the employee's work or in connection with it when such fee, gift or other valuable thing is given to an employee by any person in the hope or expectation of receiving a favor or better treatment.

15. Harassment in any form or threatening, intimidating, coercing, or interfering with others or otherwise creating a disturbance on the premises (creating a hostile/unsafe work environment).

16. Fighting or use of physical force against another person except in self-defense or in the line of duty.

17. Offensive conduct or language during the course of employment (e.g., conduct or language that is considered discourteous, offensive, obscene, or abusive);

18. Disclosure of information that is confidential in nature to an unauthorized person.

19. Violation of any lawful and reasonable official regulation or order or failure to obey any lawful and reasonable direction made and given by the supervisor when such violation or failure to obey amounts to insubordination or serious breach of discipline which may reasonably be expected to result in a lower morale in the department or result in loss, inconvenience, or injury to Wayne County or to the public.

20. Habitual tardiness in reporting for duty or frequent absence from duty (this includes returning from breaks tardy or failing to be in place and ready to begin work as well), or absence from work without notifying a supervisor.

21. Walking off your job post or leaving your assigned work area during your scheduled shift without proper prior authorization (known as job abandonment) including leaving job assignments without permission, sleeping on the job or activity that is inattentive to your assigned duties.

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- 22. Unauthorized posting, distribution or circulation of any written materials in the working areas; or unauthorized sale of anything while on the premises.
- 23. Unauthorized possession or use of weapons, explosives, recording devices, or cameras on Wayne County property including parking lots and other leased space.
- 24. Violation of health or safety rules, creating or contributing to unsanitary or hazardous conditions. Failure to report or correct safety hazards or practicing unsafe work habits.
- 25. Failure to report all accidents to your supervisor, whether involving yourself, another employee or citizen whether or not an injury resulted.
- 26. Guilty of abusive or improper treatment toward an inmate or patient or any County institution, or to a person in custody; provided the acts committed were not necessarily or lawfully committed in self defense, to protect the lives of others or to prevent the escape of anyone lawfully in custody.

III. ENFORCEMENT

The Department of Personnel/Human Resources is responsible for enforcement of this policy. Further, P/HR is also responsible for ensuring all employees receive appropriate compliance training regarding this policy, including training regarding both the prohibitions and affirmative duties described herein. In addition to disciplinary action up to and including termination of employment, employees may also be subject to civil or criminal penalties as permitted by law.

IV. DISCLAIMER

If in direct conflict with other internal or departmental policy, this Code of Conduct Policy will be considered to be the overriding policy unless otherwise instructed by the Director of Personnel/Human Resources or his/her designee. This policy does not alter the non-represented "at-will" employment relationship with Wayne County.

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In the event that any provision of these policies is in conflict with the terms and conditions of existing collective bargaining agreements (CBA), the terms and conditions of the CBA shall take precedence. On matters where the CBA is silent, the provisions of these policies shall apply.

V. RELATED DOCUMENTS

- a. Civil Service Rules and Regulations
- b. Collective Bargaining Agreements
- c. Wayne County Charter
- d. Harassment Policy
- e. Non-discrimination Policy
- f. EEO Policy
- g. Workplace Violence Policy
- h. Ordinance – Ethics No. 2014-734
- i. Ordinance – Fraud No. 2012-364
- j. Wayne County Employee Handbook
- k. Wayne County Work Rules
- l. Anti-Discrimination Laws

VI. REVISION HISTORY

ACTION	DATE	BY WHOM	REASON
Created	6/30/2013	Tish King, Director of P/HR	New Policy
Revised	4/1/2018	Steve Mahlin, PHR Director	Format
Reviewed	5/20/2025	Donna Wilson, PHR Director	Updated