



Santa Rosa County Code of Ethics

**We tell the truth
We keep our promises
We deal fairly with everyone**

We face continuously changing business and professional environment, with unparalleled opportunities and greatly increased pressures from any number of sources. Our reputation is a key element to our ultimate success, and the behavior of every one of us affects that reputation. Our Code of Ethics is a set of guidelines to help us make prudent and ethical decisions as we carry out our day-to-day responsibilities.

CUSTOMER/CITIZEN SERVICE

Customer or citizen satisfaction is our top priority. We strive to be known by our customers/citizens for the quality and value of the services we provide. We follow through on the promises we make.

OUR EMPLOYEES

We treat each other with dignity, respect, and fairness offering equal opportunities for employment and advancement to all individuals. Intimidation and harassment or discrimination based on race, sex, age, color, religion, national origin or disability is not tolerated. We recognize the value that each of us contributes to Santa Rosa County. Each of us takes personal responsibility for the quality of our work.

SAFETY AND HEALTH

We value the health and safety of each other and the public by conducting our business in a manner designed to preserve the well being of all involved. We work safely and watch out for each other, reporting and correcting any unsafe situation. We keep our workplace free from illegal drugs and the abuse of alcohol.

THE ENVIRONMENT

We are committed to good stewardship of the environment and work to conserve valuable natural resources. We achieve environmental goals that are in concert with other goals needed to further the well-being of society.

COMPLIANCE WITH LAWS AND REGULATIONS

We comply with all laws and regulations. We have a responsibility to understand the laws and how they apply to our jobs. The County supports each employee in this responsibility and provides the necessary resources for compliance.

USE OF CONFIDENTIAL INFORMATION

We use confidential information only for the purpose for which it was developed or given. Recognizing that Santa Rosa County operates under the appropriate public records requirements, we respect the confidentiality of information about the county, its citizens, employees, and its vendors.

CONFLICT OF INTEREST

We avoid conflicts, or the appearance of conflicts, between personal interests and official responsibilities on behalf of the county. We use county resources - time, personnel, equipment and supplies - for county business or county sponsored activities.

GIFTS AND GRATUITIES

We do not accept, offer or authorize gifts, entertainment or other favors that are not a reasonable part of a business relationship. We exercise hospitality with discretion, so as not to jeopardize the integrity of the County or those with whom we associate.

EXTERNAL RELATIONSHIPS

It is the right of the employee, as individuals, to support political candidates and engage in political activities of their own free choice during non-working hours. County resources are not used, directly or indirectly, to support political candidates.

FINANCIAL INTEGRITY

We are prudent in our expenditures on behalf of the county and we record all business transactions in accordance with accepted accounting principles. Every accounting or financial record, and supporting data must describe the transaction accurately without omission, concealment or falsification.

QUESTIONS OR CONCERNS

Each of us is obligated to report promptly to management any activities that may be in violation of this Code of Ethics or any applicable laws or regulations. In addition, we should express any other concerns or ask any questions about compliance with the Code. Each of us is encouraged to discuss concerns or questions with our supervisors.

APPROVED: April 10, 2002 ADOPTED BY RESOLUTION:
May 9, 2002 Santa Rosa County Board of County Commissioners