

RULE 11 - CODE OF ETHICS

11.01 CONDUCT AND REQUIREMENTS IN GENERAL

- A. The maintenance of high standards of honesty, integrity, impartiality and conduct by District employees is essential to assure the proper performance of District business and the maintenance of confidence by citizens in their District government.
- B. Employees shall conduct themselves in such a manner that the work of the District is effectively accomplished; they shall be courteous, considerate and prompt in dealing with and serving the public and shall conduct themselves in a manner that will not bring discredit or embarrassment to the District.
- C. Employees shall observe the applicable laws and regulations governing participation in political activities and conflict of interest, and shall avoid any discrimination because of race, color, religion, national origin, sex, political affiliations, age or disability. Employees shall economically utilize, protect and conserve property of the District entrusted to them. They shall conduct all their official activities in a manner which is above reproach and free from any indiscretions or acceptance of gratuities or favors which cast doubt or suspicion upon themselves or the District department which employs them.

11.02 SPECIFIC CONDUCT AND RESPONSIBILITIES

- A. District employees shall not use their official position for personal gain. Public influence and confidential or "inside" information must never be used for personal advantage.
- B. Conflict of interest laws (ARS § 38-501 et seq.) must be scrupulously observed. Employees must disclose their interest, if any, in the official records of the employing department and shall not participate in or vote for any contract, sale, purchase, or service in which they have an interest.
- C. Classified employees shall not act in a private capacity which may be construed by the public to be an official act without prior written approval of their appointing authority.
- D. An employee shall not accept or solicit, directly or indirectly, anything of economic value as a gift, gratuity, favor, entertainment, or loan which is or may appear to be designed to, in any manner, influence official conduct, particularly from a person who is seeking to obtain contractual or other business or financial arrangements with the employing department, or who has interests that might be substantially affected by the performance or non-performance of the employee's duty. This provision does not prohibit:
 - 1. Acceptance by an employee of food and refreshments of insignificant value on infrequent occasions in the course of a meeting, conference, or other occasion where the employee is properly in attendance.
 - 2. Solicitation or acceptance by an employee of loans from banks or other financial institutions on customary terms to finance proper personal activities of the employee.

3. Acceptance of unsolicited advertising or promotional material such as pens, pencils, calendars and other items of nominal value.
- E. The employee shall not directly or indirectly use or allow the use of District property of any kind, including property leased to the District, for other than officially approved activities. All employees have a duty to protect and conserve District property, including equipment, supplies and other property entrusted or issued to them.
 - F. Employees must never permit themselves to be placed under any kind of personal obligation which could lead any person to expect official favors.
 - G. Employees' official acts must reflect impartiality. All official decisions and actions must be determined by impersonal considerations, free from any favoritism, prejudice, personal ambition or partisan demands.
 - H. No person shall be employed in a position in a reporting line of supervision to a relative of his or her family. In the event an appointing authority determines a relative has been placed in a reporting line of supervision, an appropriate course of action will be determined in consultation with the Director. An employee's spouse, domestic partner, mother, father, sister, brother, son, daughter, in-laws, aunts, uncles, grandparents, grandchildren and custodial person are defined as "relatives" for this purpose.
 - I. Employees shall notify the appointing authority in writing of any outside employment. Employees shall not engage in outside employment or other outside activity which is not compatible with the full and proper discharge of duties and responsibilities of their District employment, or which tends to impair their capacity to perform their District duties and responsibilities in an acceptable manner.