



## Employee Code of Ethics

*Adopted on 10/06/2021*

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**Policy No. 4.507**

**Enabling Resolution:  
215-2021/910-2021**

**Developer/Reviewer:  
Chief Human Resources Officer**

### 1. Purpose

The Code of Ethics outlines principles that Sedgwick County employees should strive for in upholding a high standard of ethical behavior. These statements are foundational and not exhaustive, they provide the guideposts that empower employees as they work through decision making in specific situations. Embracing these principles in our everyday conduct is the way we show ourselves to be worthy of the trust of our community. These principles are intended to guide employees to excellence and should not be used to create conflict.

### 2. Scope

The Employee Code of Ethics shall apply to all Sedgwick County employees with the exception of Elected Officials and employees of the Office of the District Attorney.

### 3. Policy

#### Public Trust

- I am committed to the public good.
- I work to advance public interests, not for personal or private gain.
- I follow all applicable laws, policies and regulations in the execution of my duties.

#### Honesty

- I am truthful, transparent and forthright in all my interactions.
- I function with integrity, impartiality and cannot be improperly influenced.
- I do not obscure or manipulate data that would result in misleading conclusions.
- I report suspected misconduct or illegal activity to the appropriate officials.

#### Respect

- I demonstrate respect for my profession and Sedgwick County through my words and actions.
- I show regard for the diversity, needs, feelings, opinions and beliefs of all people.
- I practice civility in all relationships, both with employees and with the public.
- I protect confidential information.

**Professionalism**

- I exhibit pride in my work and my team.
- I strive to be competent and am engaged in continuous learning.
- I accept responsibility for my job performance and behaviors.
- I promote the reputation of Sedgwick County by modeling excellence in my work.

**Equal Opportunity**

- I foster a work environment of fairness to current and prospective employees.
- I ensure equal access to the public and serve all with care and dignity.
- I actively oppose discrimination in County operations.

**Financial Responsibility**

- I manage financial resources entrusted to me in a prudent and responsible manner.
- I comply with all financial responsibilities and adhere to Sedgwick County Financial Policies.
- I do not solicit or accept gifts, services or favors for personal gain.
- I adhere to County guidelines on the declaration and acceptance of non-monetary items.

**Stewardship**

- I ensure the County's fiscal, human and material resources are managed consistent with public interest and community needs.
- I promote efficient and effective practices in all services.
- I protect natural resources and plan for a sustainable future.

**4. Procedures**

Alleged violations of the Employee Code of Ethics may be submitted to the Division of Human Resources via: [www.SedgwickCounty.org](http://www.SedgwickCounty.org) > *Human Resources* > *Employee Relations Form*.

Substantiated violations will be addressed following the procedures outlined in policy 4.501 Progressive Discipline.