



PERSONNEL POLICY

SUBJECT: STANDARDS OF CONDUCT

DATE: January 1, 2017

Number: 333-16

I. Statement of the Policy

All employees of Fulton County are expected to perform their job duties to the best of their ability and in accordance with County expectations, to adhere to acceptable business and ethical principles in matters of personal conduct, and to exhibit a high degree of personal integrity and professionalism at all times. Failure to comply with these standards may constitute grounds for disciplinary action or dismissal.

II. Establishment and Implementation of Procedure

The County Manager, in consultation with the Chief Human Resources Officer and the County Attorney, is authorized to establish and modify, as needed, a procedure for implementing this policy.

These policies do not create a contract of employment. Employment for non-classified employees remains "at will".



PERSONNEL PROCEDURE

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Standards of Conduct

By way of example only, the following infractions fail to comply with Fulton County's standards of conduct:

1. Violation of Fulton County policies including, but not limited to the Code of Ethics, Equal Employment Opportunity and Prejudicial Acts and Workplace Violence and Anti-Bullying.
2. Failure to perform job duties and responsibilities in accordance with County expectations.
3. Falsifying or misrepresenting facts on any County documents or records.
4. Failure to comply with Fulton County's Timekeeping Policy, including falsifying employee time records, recording time for another employee or allowing another employee to record your time.
5. Aiding or assisting any person in gaining unauthorized entrance to County property.
6. Theft or unauthorized removal of County property or property of others while on County premises.
7. Destroying, defacing, or damaging property of the County or others while on County premises.
8. Fighting, horseplay, or willfully causing bodily harm on County premises.
9. Revealing confidential County information as defined in the Confidential Information Policy.

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10. Possessing any weapon on County premises, unless required and permitted to do so as part of the employee's job duties (e.g., public safety and law enforcement personnel).
11. Possessing or using liquor, drugs, or other controlled substances at work, including during lunch or break periods, (except in accordance with a valid physician's prescription).
12. Reporting to work under the influence of alcohol or drugs.
13. Unlawful gambling or betting on County premises.
14. Intentional misuse of County provided internet access, including accessing, viewing or downloading any non-County related business information or material from any web site that is pornographic, obscene, or primarily devoted to sex or sexual imagery.
15. Misconduct involving offensive or objectionable words or actions (including fighting) directed toward coworkers, supervisors, customers, citizens or any other individual while performing work on behalf of the County.
16. Mistreating prisoners (including failure to exercise appropriate care while guarding prisoners), patients, employees, volunteers, contractors or citizens.
17. Engaging in threats or acts of workplace violence.
18. Negligence resulting in harm to others or loss of County property.
19. Engaging in illegal activities while at work or while conducting County business.
20. Criminal, immoral, or indecent conduct on Company premises.
21. Failure to comply with Fulton County's Attendance and Punctuality Policy, including failing to adhere to attendance or timekeeping regulations or to report for work at your scheduled time without appropriate notice.
22. Dishonesty.
23. Insubordination.
24. Sleeping while on duty.
25. Smoking in unauthorized areas.

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26. Violation of traffic laws or causing an accident while operating a County vehicle.
27. Failure to report an accident or injury on the job as required by County policy.
28. Violation of safety rules.
29. Conviction in any court of record of a felony or non-felony offense involving a misdemeanor or violation of a local ordinance.
30. Misappropriation, mishandling or disregard of County property, including failure to deposit cash receipts in the proper depository, or the borrowing or lending of cash out of County funds.
31. Knowingly making a false statement or report in the course of employment.
32. Failure to cooperate with an internal investigation.
33. Any other improper conduct or performance which impairs or reflects adversely upon the integrity, efficiency, good order or operations of Fulton County Government.

This list is intended to be illustrative only. Fulton County expressly reserves the right to discipline employees for reasons not specifically listed in this policy. Fulton County also reserves the right to discharge unclassified employees with or without cause and with or without notice, for any reason provided only that it is not an unlawful reason.

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