**SECTION 7**

**EMPLOYEE CONDUCT**

7.01 ETHICS

ORC 102.04, 102, & Ohio Ethics Laws

**A. POLICY**

1. All employees are expected to maintain the highest possible ethical and moral

standards and to perform within the laws of the State of Ohio and other rules and

regulations as may be set forth by the Employer. It is important to remember that

the compensation of all employees is paid through taxes and user fees. Therefore,

each employee assumes the responsibility to serve the public in an honest, effective

and friendly manner.

2. In recognition of same, no employee shall:

a. Use their position for personal gain or engage in any transaction which is in

conflict with the proper discharge of the employee's official duties.

b. Use or disclose confidential or proprietary information concerning the property,

government or affairs of the Health Department without proper legal authorization.

c. Solicit or accept anything of value, whether in the form of service, loan, item or

promise from any person, firm or corporation which is interested directly or

indirectly in any manner whatsoever in business dealings with the Health

Department.

d. Accept from any person, firm or corporation doing business with the Health

Department, any material or service for the private use or benefit of the

employee.

e. Engage in or accept private employment or render services for private interests

when such employment or service is incompatible with the proper performance

of the employee's official duties or would tend to impair independent judgment

or action in the performance of official duties.

f. While an employee, or for one (1) year thereafter, represent another person

before a public agency on any matter in which the employee personally

participated as an employee.

g. Receive or agree to receive outside compensation for services rendered in a

matter before any office or department of the City unless excepted as provided

in ORC Section 102.04.

h. Have a personal interest in a contract with the Health Department or use their

position or authority to secure approval of a public contract in which the

employee, a member of the employee's family or business associate has an

interest.

3. As public health professionals, employees are expected to demonstrate strong,

ethical behavior in pursuing the performance of public services by the employees of

the GCHD (ORC 3709). The Employer seeks to provide further guidance on what

constitutes the ethical practice of Public Health service based upon the work of the

Public Health Leadership Society *(Public Health Leadership Society (2002). Principals for the*

*Ethical Practice of Public Health v2.2. Retrieved from http:nnphi.org/ on October 4, 2016.)*

4. In recognition of same, GCHD has adopted the following principles for the Ethical

Practice of Public Health:

a. Public health should address principally the fundamental causes of disease and

requirements for health, aiming to prevent adverse health outcomes;

b. Public health should achieve community health in a way that respects the rights

of individuals in the community;

c. Public health policies, programs, and priorities should be developed and

evaluated through processes that ensure an opportunity for input from

community members;

d. Public health should advocate for, or work for the empowerment of,

disenfranchised community members, ensuring that the basic resources and

conditions necessary for health are accessible to all people in the community;

e. Public health should seek the information needed to implement effective

policies and programs that protect and promote health;

f. Public health institutions should provide communities with the information they

have that is needed for decisions on policies or programs and should obtain the

community’s consent for their implementation;

g. Public health institutions should act in a timely manner on the information they

have within the resources and the mandate given to them by the public;

h. Public health programs and policies should incorporate a variety of approaches

that anticipate and respect diverse values, beliefs, and cultures in the

community;

i. Public health programs and policies should be implemented in a manner that

most enhances the physical and social environment;

j. Public health institutions should protect the confidentiality of information that

can bring harm to an individual or community if made public. Exceptions must

be justified on the basis of the high likelihood of significant harm to the

individual or others;

k. Public health institutions should ensure the professional competence of their

employees;

l. Public health institutions and their employees should engage in collaborations

and affiliations in ways that build the public’s trust and the institution’s

effectiveness.

**B. PROCEDURE**

1. Any employee in doubt as to the application of this Section or other ethics laws or

regulations may seek the advice of the Employer or seek an advisory opinion from

the City of Galion Law Director and/or Ohio Ethics Commission.

2. Employees shall be provided access to the Ohio's Ethics Laws and ORC Section 102 at

commencement of employment.

3. Employees shall immediately notify their supervisor or, if appropriate, the Health

Commissioner in writing of a violation of this policy.

4. Violations of this policy may be grounds for disciplinary action and/or termination.