

LOUDOUN COUNTY EMPLOYEES CODE OF CONDUCT



Purpose: As a basic condition of employment, all employees have an obligation to conduct their official duties in a manner that serves the public interest, upholds the public trust and protects the County's resources. To this end, all employees have a responsibility to:

1. Perform their duties to the very best of their abilities, and in a manner that is efficient, cost-effective, and meets the needs of the public.
2. Demonstrate integrity, honesty, and ethical behavior in the conduct of all County business.
3. Ensure that their personal interests do not come into conflict with their official duties, resulting in a real conflict of interest or the appearance of a conflict of interest when dealing with vendors, customers, and other individuals doing business or seeking to do business with the County.
4. Ensure that all County resources, including County funds, equipment, vehicles and other property, are used in strict compliance with County policies and solely for the benefit of the County.
5. Conduct all dealings with the public, County employees, and other organizations in a manner that presents a courteous, professional, and service-oriented image of Loudoun County government.
6. Treat the public and other County employees fairly and equitably, without regard to race, sex, age, religion, national origin, disability, or any other factor unrelated to the impartial conduct of County business.
7. Avoid any behavior that could fall under the definitions of misconduct in the Disciplinary sections of the Human Resources Handbook.

Managers and supervisors set an example for other employees and have a responsibility to ensure that their activities and decisions pertaining to community services, personnel actions, and the management of public funds are consistent with County policies and practices.