

Executive Order No. 3 of 2008-
Code of Conduct

ACKNOWLEDGEMENT

I _____, have read, understand and am in compliance with the provisions of the Code of Conduct. I have also read the summary of policies attached to the Code of Conduct and have read, understand and in compliance with those policies mentioned as well.

I am not aware of any violations of the Code of Conduct or attached policies at this time. Should I become aware of any violations of this Code of Conduct, I understand it is my obligation to notify the Office of Professional Responsibility, my supervisor, appointing or department head.

Signed: _____

Date: _____

Department: _____

EXECUTIVE ORDER NO. 3 OF 2008

WHEREAS, the County of Westchester is committed to serving the citizens of the County and therefore the residents of Westchester County are entitled to fair, ethical and accountable County government which has earned the public's full confidence for integrity; and

WHEREAS, public service is a public trust, and as an organization entrusted with public funds, it is critical that every County employee be committed to the highest standards of ethical behavior.

WHEREAS, all County employees must perform their duties in a manner that maintains and enhances public confidence and trust in the integrity, objectivity and impartiality of the County; and

WHEREAS, trust and mutual respect are the cornerstones of any relationship between the public and its government and as an organization entrusted with public funds, the County is obligated to ensure the protection and appropriate use of all its resources and assets; and

WHEREAS, the County recognizes that it is only through the commitment and effort of each employee in its large workforce that the excellent quality of these services is achieved and public trust is maintained in this level of government.

WHEREAS, as its most valuable and important asset, County employees are therefore expected to demonstrate the highest standards of behavior; and

WHEREAS, implementing a Westchester County Code of Conduct for all employees will ensure that the County continues to act in the best interest of its citizens and uphold the public trust; and

WHEREAS, this Code clarifies the County's expectations of its employees, and re-affirms our commitment to caring for our community's needs and maintaining fiscal responsibility on behalf of the public and our employees; and

WHEREAS, it is in the best interests of the County to continue to implement policies and procedures to ensure that County government is accountable to the residents of Westchester County;

NOW THEREFORE, I, ANDREW J. SPANO, County Executive of the County of Westchester, in light of the aforementioned and in accordance with my statutory duties, do hereby order that:

- (1) the following Code of Conduct be implemented;
- (2) the policies and procedures set forth therein be complied with;

- (3) the Code of Conduct shall be provided to all County employees as follows:
 - a. new employees at the time of commencement of such employment;
 - b. all County employees on an annual basis;
- (4) Upon receipt of the Code of Conduct all County employees shall review such Code and sign an acknowledgement indicating that that they have read, understand and are in compliance with such Code;
- (5) the County's Code of Conduct shall take effect immediately.

WESTCHESTER COUNTY CODE OF CONDUCT

AIM

Westchester County exists to serve the public interest. All employees of Westchester County must conduct themselves in a manner that promotes respect, trust, ethics, honesty, transparency and confidence in County government. Westchester County employees should avoid engaging in any activity that appears to be a violation of the public trust.

The purpose and intent of this Code is to establish guidelines for ethical and individual standards of conduct for all Westchester County employees (full time, part time and seasonal). This Code of Conduct is not intended to replace the Westchester County Code of Ethics rather, it should be interpreted in conjunction with the Code of Ethics.

This Code of Conduct is not intended to be applied in a vacuum. The absence of a reference to specific conduct does not mean that such offense is condoned or permissible.

EQUITY AND FAIRNESS

All Westchester County employees must refrain from all forms of discrimination or harassment against a co-worker, supervisor, vendor, contractor or member of the public. All Westchester County employees should provide courteous, efficient and impartial service to the public and should treat all persons with dignity and respect and in line with the County's Affirmative Action Program.

PRIVATE AND PERSONAL INTERESTS

A Westchester County employee must not use his/her official position to secure a benefit or advantage for either him/herself personally, nor shall a County employee use his/her official position to secure a benefit or advantage for someone with whom you have a relationship.

