

## Accountability

It is the responsibility of every County employee and official to be aware and knowledgeable of the Code of Ethics.

## Know the Code

View the full Code of Ethics and Commitment to Public Service, County Personnel Rule I, through the intranet at:



<http://www.sbcounty.gov/ethics/pdf/EthicsCode.pdf> or through the Office of Compliance and Ethics' website at: [www.sbcounty.gov/ethics](http://www.sbcounty.gov/ethics).



**The County appreciates your dedication and would like to thank you for your continued commitment to ethics and compliance.**

# San Bernardino County Office of Compliance and Ethics

## Compliance and Ethics Confidential Helpline

In the event you notice an employee or official straying from our shared commitment to ethical business conduct, contact the Compliance and Ethics Confidential Helpline.



1.888.587.3575

[https://www.integrity-helpline.com/SBC\\_C&E.jsp](https://www.integrity-helpline.com/SBC_C&E.jsp)

***"Change will not come if we wait for some other person or some other time. We are the ones we've been waiting for..."***

*-Barack Obama*



## OFFICE OF COMPLIANCE AND ETHICS

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# Ethics... In Action!



San Bernardino  
County  
Office of  
Compliance and  
Ethics

***"Action indeed is the sole medium of expression for ethics."***

*-Jane Addams*

## Ethics...In Action!

**The County Office of Compliance and Ethics would like to provide you with your personal copy of Ethics...In Action!**

This brochure highlights the County Code of Ethics and exemplifies how County employees and officials actively work in synergy to maintain trust, honor and integrity through the practice of sound ethical decision making in compliance with the letter and spirit of the County of San Bernardino Code of Ethics and Commitment to County Public Service.

### What Is the Purpose of the Code of Ethics?

The Code establishes standards of conduct required of all public officials and employees for the proper operation of County government and has the force of law. These standards are intended to strengthen public service and to maintain and promote faith and confidence of the people in their government.



### What does the Code of Ethics mean to You?

The Code provides guidelines for the proper discharge of official duties. We, the County, continuously strive to improve sound business practices and our Code of Ethics reflects that dedication, exhibited in decisions County officials and employees make every day.

**Read more to see how the actions of County employees and officials reflect our Code of Ethics and commitment to Public Service...**

### Responsibilities of Public Office

- ✓ Mindfully serving as agents of and for the benefit of the public.
- ✓ Upholding and adhering to the spirit and letter of the law, the Charter, rules, regulations and policies of the County.
- ✓ Recognizing that public interest is paramount.
- ✓ Demonstrating the highest standards of morality and ethics consistent with the requirements of our position and the law.

**Honoring the law and public expectation, applying County policies consistently...**

### Dedicated Service

- ✓ Supporting governmental objectives expressed by the electorate and interpreted by the Board of Supervisors and County programs developed to attain these objectives.
- ✓ Adhering to work rules and performance standards.
- ✓ Using good manners and being considerate.
- ✓ Being accurate and truthful in statement.
- ✓ Exercising sound judgment in the performance of work.
- ✓ Avoiding work for another employer or agency and conducting or pursuing unauthorized activity for remuneration during the hours covered by active County employment.
- ✓ Not exceeding our authority, breaking the law or asking others to.
- ✓ Working in full cooperation with other public officials and employees.

**Delivering the highest quality service to the public and fellow co-workers with dignity and respect...**

### Nondiscrimination

- ✓ Not granting special consideration, treatment, or advantage to any person beyond what is available to every other person in a similar circumstance.
- ✓ Not favoring or discriminating against anyone.

**Making merit-based decisions...**

### Use of Public Property

- ✓ Not using County-owned equipment, materials, property or time for personal benefit or profit.

**Safeguarding County assets, including property, time and resources...**

### Oath of Allegiance

- ✓ Honoring the oath. "I, ....., do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter."

**Recognizing and honoring the significance of our role...**

### Confidential Information

- ✓ Not using, accessing or disclosing confidential information for personal gain or benefit.
- ✓ Keeping personnel records confidential except when disclosure is required by law.

**Respecting and protecting public and co-worker information, as if it were our own...**

### Conflict of Interest

- ✓ Not engaging in business, transactions or having financial or other personal interests or associations that conflict with the proper discharge of duties or impair independence of judgment in the performance of official duties.
- ✓ Always mindful of the public's perception when making decisions.

**Avoiding actions that would cause the public to question our commitment to public service...**

### Political Activity

- ✓ Participating in the political process to the extent that it does not interfere with public official and employee duties and functions.

**Holding the interest of the public beyond personal or political interests...**