

Code of Ethics for the  
Employees of  
Caswell County, North Carolina

**CODE OF ETHICS**

County employees are expected to discharge their duties conscientiously and to conduct themselves in a manner, on and off the job, which will reflect favorably upon the county. Specifically:

- a) Employees shall refrain from any use of their position, which is motivated by the desire for private gain for themselves or other persons. They must conduct themselves in such a manner that there is no suggestion of the extracting of private advantage from their employment with the county.
- b) Employees shall exercise discretion in their care of personal financial activities to avoid any legal liabilities, which would reflect unfavorably upon the county. Questionable cases should be discussed with the supervisor and if necessary, the supervisor and employee should consult the County Attorney.
- c) Employees shall not use their positions, in any way, to coerce, or give the appearance of coercing, another person to provide any financial benefit to the employee or to other persons.
- d) Employees shall avoid any action, which might result in giving preferential treatment to any organization or person; losing his independence or impartiality of action; or affecting adversely the confidence of the public in the integrity of the county.
- e) An employee who witnesses another employee engaging in an unlawful act on the job shall report that employee to that employee's supervisor, who is to notify the department head, who in turn will notify the County Manager.

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Employees of Caswell County and to assist in the determination of what conduct is appropriate in particular cases. It is not a substitute for the law or the best judgment of an employee.



Bryan Miller, County Manager

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Employee

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Date

Adopted December 4, 2017