Code: GBB11
Adopted: 09/09
Revised: December 18, 2024

GBB11 Code of Ethical Standards

The elected and appointed officers and employees of **District** recognize that holding public office and/or employment is a public trust. To preserve that trust, we demand the highest code of conduct and ethical standards. The purpose of this policy is to define and establish the standards of ethical conduct that are required of public officials and employees so as to ensure their professional integrity in the performance of their duties.

The officers and employees of **District** shall sign acknowledgement of this policy upon employment with the District and shall comply with the following provisions. This list is not all-inclusive, but simply provides the basic level of conduct expected.

- All elected and appointed officials and employees will conduct themselves with honesty and integrity in the course of performing their duties and responsibilities.
- They will act with care and diligence in the course of their employment.
- They will treat everyone, including coworkers, subordinates, supervisors, customers and the public, with the utmost respect and courtesy.
- They will comply with all applicable federal, state, and local laws.
- They will comply with any lawful and reasonable direction given by someone in the employee's agency who has authority to give the direction.
- They will maintain appropriate confidentiality.
- They will disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with their employment.
- They will use employer resources in a proper manner.
- They will not provide false or misleading information in response to a request for information that is made for official purposes in connection with their employment.
- They will, at all times, act in a way that upholds the values and the integrity and good reputation of the District**.**
- They will comply with any other conduct requirement that is prescribed by the **District**.

In addition, the District's officials and employees are required to comply with the provisions of NRS 281A and NRS 281. Employees shall familiarize themselves with the Nevada Ethics in Government Manual available through the Nevada Commission on Ethics.

The District will not tolerate any retaliation by management or by any other employee against employees who exercise rights under this policy. Employees who believe they have been retaliated against in any manner whatsoever should immediately notify their supervisor/manager or the HR representative. The District will promptly investigate and deal appropriately with any allegation of retaliation. In the event retaliation is substantiated, disciplinary action up to and including termination may be taken.

Violations of any of the above provisions may result in disciplinary action, up to and including termination.

NO ADMINISTRATIVE REGULATION

Legal Reference: NRS 281A, NRS 281