

(4-3) CODE OF ETHICS

Effective Date: 03/01/00

Revision Date: 00/00/00

Each County employee will strive to do the best job possible in a courteous, cooperative and professional manner. Our customers are primary, and we pledge to offer them every assistance in managing the diverse nature of work Kittitas County does and may in the future engage. In meeting the challenge of our work, each employee will commit to carry out the following objectives, to the best of his or her ability:

- A. Practice discretion with regard to confidentiality. Keeping a pledge of confidentiality to either management or employees will establish your future credibility.
- B. Treat all people fairly and equitably in your interpretation of policy and procedure.
- C. Attempt to always create an environment of recognition and support of human values in the workplace and not allow administrative processes to influence the fundamental respect for the human element.
- D. Treat one another in the way we want to be treated, with high regard and respect for individuality.
- E. Communicate our expectations clearly, support individual differences, and allow opportunity for input in the decision making process.
- F. Practice open-minded thought in your job so that you can increase the productivity of other employees and help everyone develop to his/her full potential.
- G. Recognize that our budgets come from the taxpayers and act responsibly in managing those funds.