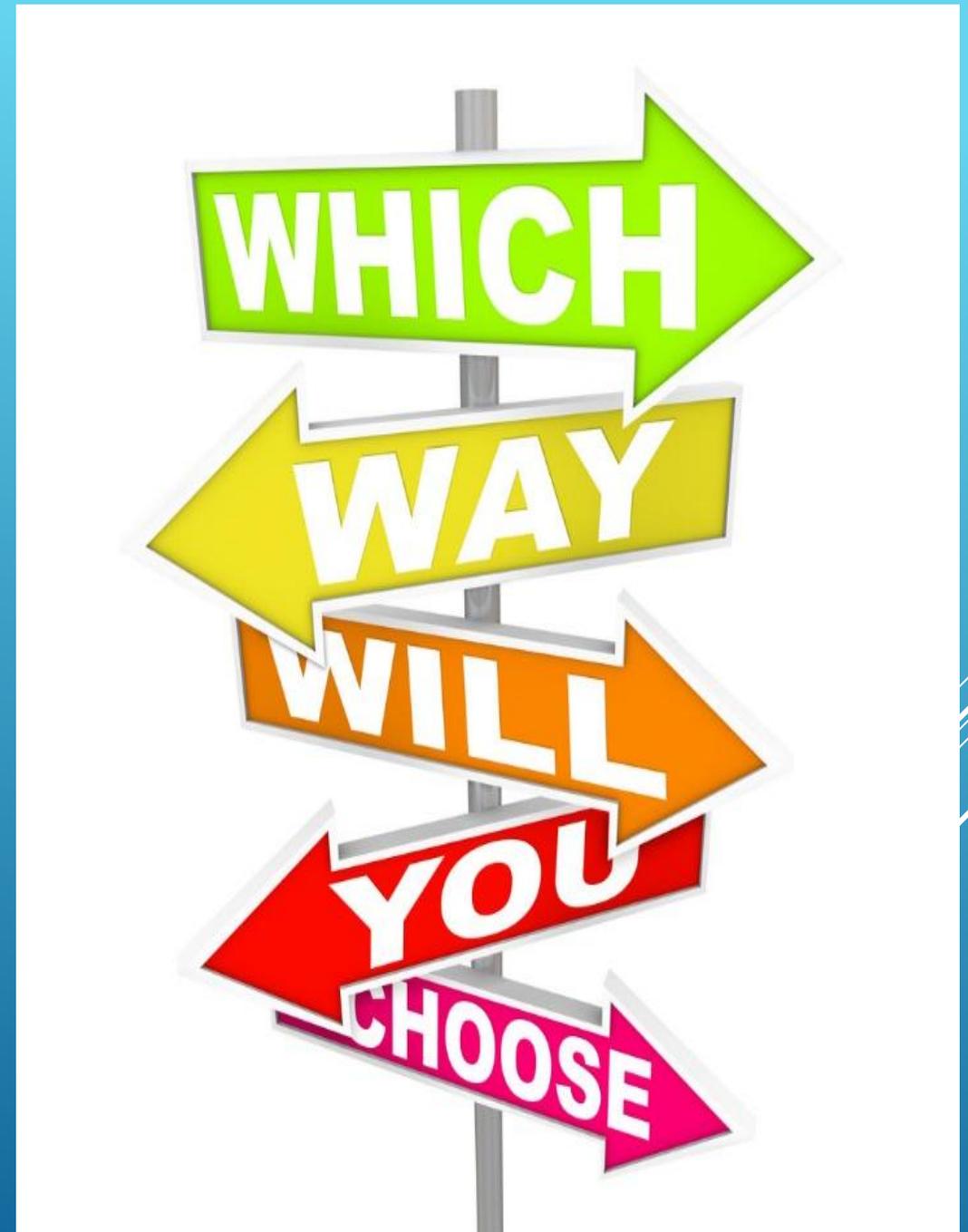


BUSINESS

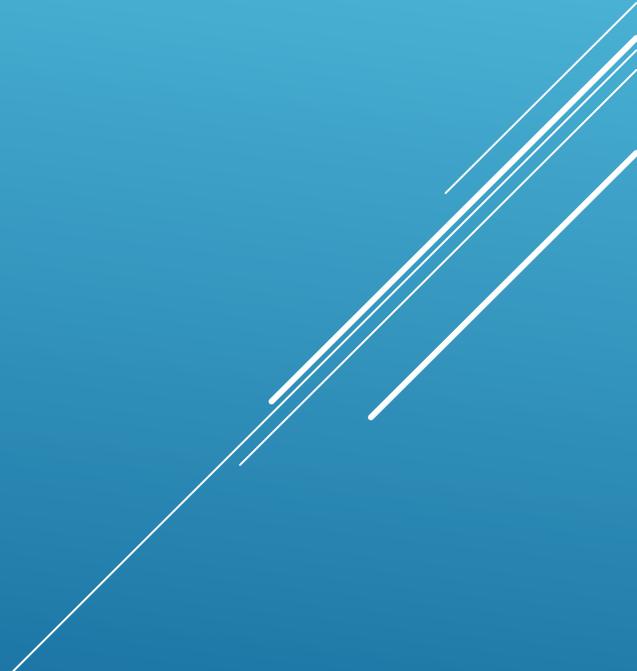
ETHICS

Rutherford County 2016



IT IS THE POLICY OF RUTHERFORD COUNTY ...

That employees maintain high standards of honesty, integrity, impartiality and conduct to assure the proper performance of County business as well as maintain confidence by the public in County government.



WRONG
is **WRONG**,
even if *everyone*
is doing it.

RIGHT
is **RIGHT**,
even if *no one*
is doing it.

WHAT IS BUSINESS ETHICS?

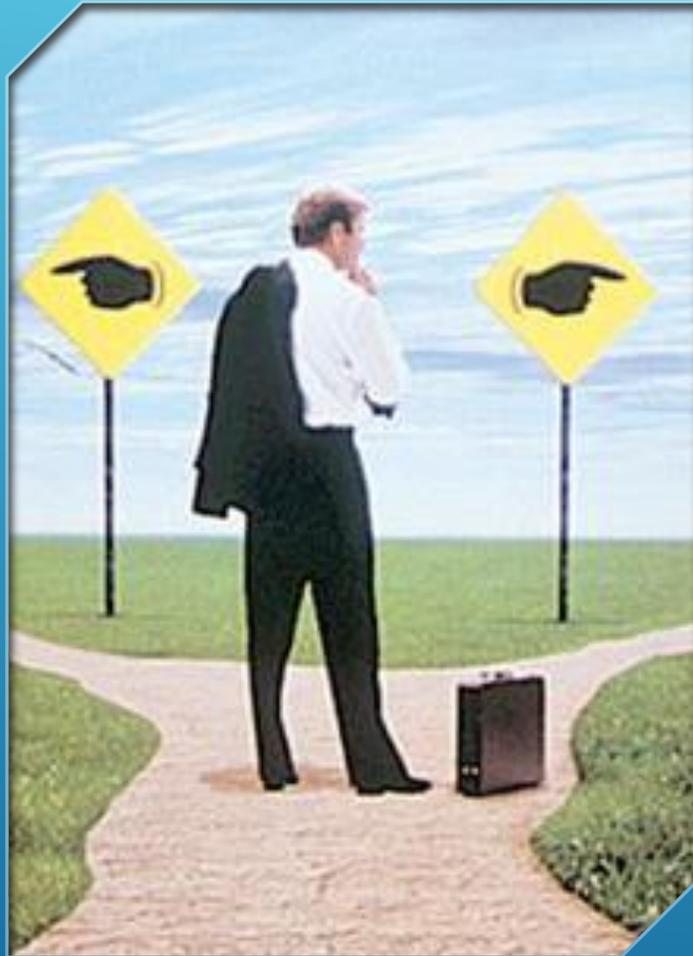
The matter of choosing right from wrong while conducting business and then doing the right thing!

Examples of choosing “*Right*”:

- Conducting all business matters with honesty and integrity.
 - Treating others the way they want to be treated.
 - Avoiding any action that might result in or create the appearance of using a public position for private gain.
- 

Examples of choosing “*Wrong*”:

- . Inaccurately reporting time worked, or using work time to promote personal business or endeavors.
 - . Taking department supplies or using department equipment for personal business.
 - . Sharing confidential information outside of work.
- 



WHAT IS CONFLICT OF INTEREST?

When an individual has an interest that compromises the reliability of their decision making.

For example, a purchasing manager has a duty to perform their work with loyalty to their employer, thus choosing sellers who offer the best products at the lowest prices, but might be tempted to have the organization buy from the manager's sibling, products that are not as good or as cheap.

REPORTING UNETHICAL BEHAVIOR

- . Report any violation of policy, procedure or state/federal law to your elected official, director, department head or supervisor.
- . If an employee observes a county official, department head, or fellow employee engaging in any activity which is considered to be illegal, improper, unethical, or wasteful, they should call the State Comptroller's toll free Fraud, Waste, and Abuse Hotline: 1-800-232-5454



QUIZ

<https://secure.rutherfordcountyttn.gov/hrquiz/businessethics.aspx>

