

## PERSONAL CONDUCT

<b>Objective:</b>		<b>Policy/Procedure Number:</b>	08-29
<b>Reference:</b> <i>(All Applicable Federal, State and Local Laws)</i>	Code of Ethics (Local Law No. 2 of 2013)	<b>Effective Date:</b>	06/17/1997
		<b>Responsible Department:</b>	Clerk of the Legislature
		<b>Modified Date (s):</b>	December 2013 May 2008 March 2003
<b>Legislative Policy Statement:</b>		<b>Resolution No.:</b>	08-90
<b>General Information:</b>		<b>Next Scheduled Review:</b>	December 2018

### I. Definitions:

#### II. Policy:

Every officer or employee of the County of Tompkins shall be subject to and abide by the following personal conduct . . .

**A. Personal Accusations:** No employee may make a public statement criticizing the job performance of an employee or official unless that official is an elected official. If the direct subject of the public criticism is the content, implementation, or outcome of a policy, this is not considered to be a criticism of job performance.

**B. Alcoholic beverages:** The use of alcoholic beverages in County office buildings and at other County worksites is prohibited.

**C. Social gatherings:** It is the department head's responsibility to ensure that social gatherings (e.g., office parties for birthdays, retirements, holidays, etc.) in the department are held at an appropriate time of day that balances encouraging employee participation and the significance of the event with the amount of impact on the workload of the department.

**D. Visits:** Personal visits of non-County employees and children of County employees to County worksites during working hours shall be restricted to emergency situations.

#### III. Procedure: