

CODE OF CONDUCT

The County of Muskegon is committed to a continuing effort to maintain principles of ethical business conduct. To accomplish this the County of Muskegon has developed and implemented a Code of Conduct that will be enforced related to all federal and state grant applications and awards. The specific requirements of the Code of Conduct are:

1. No employee, officer, or agent of the County of Muskegon shall participate in the award of administration of a contract supported by federal or state funds if a *real or apparent* conflict of interest would be involved. A *real or apparent* conflict of interest would arise when any of the following has a financial or other interest in the firm selected for an award: (a) an employee, officer or agent involved in the selection, award, or administration of a contract supported by federal or state funds; (b) members of that person's immediate family; (c) that person's partner (either spouse or domestic partner); (d) that person's current (or soon-to-be) employer of that person's partner;
2. No officer, employee or agent of the County of Muskegon may solicit or accept gifts or favors from contractors, potential contractors, or parties to sub-agreements;
3. The County of Muskegon will provide training related to the Code of Conduct to elected officials, its employees and agents of the County. It will also place the Code of Conduct on its website and include it in the new employee orientation packet.
4. Administrative and disciplinary actions for violations of the Code of Conduct will be in compliance with the County of Muskegon's Personnel Rules.

Adopted by the Muskegon County Board of Commissioners September 28, 2010

Kenneth Mahoney, Chairman, Muskegon County Board of Commissioners