



Tulare Local Healthcare District

Policy Name:	Code of Ethics and Values Policy
Policy Number:	
Version Number:	001
Approved by Board on:	
Scheduled review date:	

1.0 Purpose

- 1.1 To make Tulare Local Healthcare District a better healthcare special district, built on mutual respect and trust.
- 1.2 To promote and maintain the highest standards of personal and professional conduct among all involved in District governance, District staff, volunteers and members of the District's Board. All elected/appointed officials, officers, employees, members of advisory committees and volunteers of the District are collectively referred to as “officials” for the purposes of this policy.
- 1.3 The Code of Ethics and Values (Code) is a touchstone for officials in fulfilling their roles and responsibilities.

2.0 Policy

- 2.1 The proper operation of a government agency requires that decision-makers be independent, impartial and accountable to the people they serve. The Tulare Local Healthcare District has adopted this Code of Ethics and Values to promote and maintain the highest standards of personal and professional conduct in furthering the District's actions.
- 2.2 All District officials are required to subscribe to this Code, understand how it applies to their specific responsibilities and strive to consistently apply its eight core values in their work. Because the District seeks public confidence in the its services and public trust of its decision-makers, the decisions and work of its officials must meet the most demanding ethical standards and demonstrate the highest levels of achievement in following this Code.

3.0 Applicability

- 3.1. This Code shall apply to all District officials as defined in 1.2 above.

4.0 Code of Ethics and Values

- 4.1 As officials and representatives of the District, we subscribe to the following Core Values:

- 4.2 I WILL BE ETHICAL. In practice, this value looks like:

- 4.2.1 I am trustworthy, acting with the utmost integrity and moral courage.

- 4.2.2** I am truthful. I do what I say I will do. I am dependable.
- 4.2.3** I make impartial decisions, free of bribes, unlawful gifts, narrow political interests, financial and other personal interests that impair my independence of judgment or action.
- 4.2.4** I am committed to fairness, ensuring that in all actions and decisions, the best interests of all parties involved are diligently considered and prioritized.
- 4.2.5** I extend equal opportunities and due process to all parties in matters under consideration. If I engage in unilateral meetings and discussions, I do so in compliance with the Brown Act and without making voting decisions.
- 4.2.6** I show respect for confidences and information designated as "confidential."
- 4.2.7** I respect and acknowledge the Board as the governing body of the District, and will not act independently on behalf of the District or the District Board unless authorized to do so.
- 4.2.8** I use my title(s) only when conducting official District business, for information purposes or as an indication of my background and expertise, carefully considering whether I am exceeding or appearing to exceed my authority.
- 4.2.9** I will avoid actions that might cause the public or others to question my independent judgment.
- 4.3** I WILL BE PROFESSIONAL. In practice, this value looks like:
 - 4.3.1** I apply my knowledge and expertise to my assigned activities on behalf of the District and to the interpersonal relationships that are part of my role in a consistent, confident, competent and productive manner.
 - 4.3.2** I approach my role and District-related relationships with a positive, collaborative attitude.
 - 4.3.3** I keep my professional education, knowledge and skills current and growing.
- 4.4.** I WILL BE SERVICE-ORIENTED. In practice, this value looks like:
 - 4.4.1** I attune to and care about the needs and issues of citizens, public officials, and District workers.
 - 4.4.2** In my interactions with constituents, I am interested, engaged and responsive.
- 4.5** I WILL BE FISCALLY RESPONSIBLE. In practice, this value looks like:

- 4.5.1** I make decisions after careful consideration of the consequent financial impact(s), taking into account the long-term financial needs of the District, and especially its financial stability.
- 4.5.2** I demonstrate concern for proper use of District assets (e.g., personnel, time, property, equipment, funds) and follow established procedures.
- 4.5.3** I make good financial decisions that seek to preserve programs and services for District residents.
- 4.5.4** To the extent my role calls for it, I have knowledge of and adhere to the District's financial policies.
- 4.6** I WILL BE ORGANIZED. In practice, this value looks like:

 - 4.6.1** I act in an efficient manner, making decisions and recommendations based upon research and facts, taking into consideration short- and long-term goals.
 - 4.6.2** I follow through in a responsible way, keeping others informed and responding in a timely fashion.
 - 4.6.3** I am respectful of established District processes and guidelines.
- 4.7** I WILL BE COMMUNICATIVE. In practice, this value looks like:

 - 4.7.1** I positively convey the District's care for and commitment to its constituents.
 - 4.7.2** I communicate in various ways that I am approachable, open-minded and willing to participate in dialog.
 - 4.7.3** I engage in effective two-way communication, by listening carefully, asking questions and determining an appropriate response which adds value to conversations.
- 4.8.** I WILL BE COLLABORATIVE. In practice, this value looks like:

 - 4.8.1** I act in a cooperative manner with groups and other individuals, working together in a spirit of tolerance and understanding.
 - 4.8.2** I work towards consensus building and gain value from diverse opinions.
 - 4.8.3** I accomplish the goals and responsibilities of my individual position as a District official, adhering to the guidelines set forth for my position.
 - 4.8.4** I consider the broader regional implications of the District's decisions and issues.

4.9 I WILL BE PROGRESSIVE. In practice, this value looks like:

4.9.1 I exhibit a proactive, innovative approach to setting goals and conducting the District's business.

4.9.2 I display a style that maintains consistent standards, but is also sensitive to the need for compromise, "thinking outside the box" and improving existing paradigms when necessary.

4.9.3 I promote intelligent and thoughtful innovation in order to improve the District's policy agenda and District services.

5.0 Enforcement

5.1 As appropriate for the circumstances, any Director found to be in violation of this Code of Conduct may be subject to by the Board, including, without limitation, Censure. Any member of any advisory Committee found in violation may be subject to dismissal from the Committee. In the case of an employee or volunteer, appropriate action shall be taken by the CEO or by an authorized designee.