



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Ohio Ethics Law and Policy
APPLICABILITY:	All Staff
POSITION & DIVISION:	Health Commissioner, Administration
ORIGINAL DATE ADOPTED:	10/04/2017
LATEST EFFECTIVE DATE:	07/10/2018
REVIEW FREQUENCY:	5 years
BOARD APPROVAL DATE:	N/A
REFERENCE NUMBER:	800-042-P

A. PURPOSE

The purpose of this policy is to state the expectations for all Canton City Health Department (CCHD) employees and members of the Board of Health relative to compliance with the Ohio Ethics Law as found in Chapters 102 and 2921 of the Ohio Revised Code. This policy applies to all members of the Board of Health of the Canton City Health District and its employees.

B. POLICY

It is the policy of the CCHD to carry out its mission in accordance with the strictest ethical guidelines and to ensure that CCHD Board of Health members and employees conduct themselves in a manner that fosters public confidence in the integrity of the CCHD, its processes, and its accomplishments.

C. BACKGROUND

This policy was adapted from the “Mode Policy for Local Agencies” as provided for by the Ohio Ethics Commission [ethics.ohio.gov, last accessed on 6/9/2017]

D. GLOSSARY OF TERMS

Anyone doing business with the CCHD - Includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before the CCHD.

Anything of value Includes anything of monetary value, including but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation or employment.

Value - Means worth greater than de minimis or nominal. It is not a fixed amount.

E. PROCEDURES & STANDARD OPERATING GUIDELINES

CCHD officials and employees must always abide by the protections to the public embodied in Ohio ethics laws, as found in Chapters 102 and 2921 of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio Courts. Officials and employees must always conduct themselves in a manner that avoids favoritism, bias, or the appearance of impropriety.

A general summary of the restraints upon the conduct of all officials and employees includes, but is not limited to, those listed below. No official or employee of the CCHD shall:

- Solicit gifts, meals, or anything of value from vendors, people seeking to do business with Canton City Public Health, or the regulated community. (see R. C. 102.03(E)).
 - It may be permissible to accept gifts consisting of a small meal or beverage of minimal value if:
 - The source of the meal is not “improper”.

- The value of is not “substantial”.
- The intent is not to influence the employee in the performance of their duties.
- Gifts received by the department (such as flowers, lunch tray, or other items) are acceptable if they are available and shared with the entire department, the source of the gift is not “improper”, and the value of the gift is not “substantial”.
- Employees should notify their supervisor if at any time they feel that the offer of a gift or thing of value is improper.
- Solicit or accept employment from anyone doing business with the CCHD, unless the official or employee completely withdraws from CCHD activity regarding the party offering employment and the CCHD approves the withdrawal.
 - Outside employment must also comply with the requirements of section 207.03 of the Canton City Health Code
- Use his or her public position to obtain benefits for themselves, a family member, or anyone with whom the official or employee has a business or employment relationship.
- Be paid or accept any form of compensation for personal services rendered on a matter before any board, commission or other body of the CCHD, unless the official or employee qualifies for the exception, and files the statement, described in R. C. 102.04(D).
- Hold or benefit from a contract with, authorized by, or approved by, the CCHD, except as provided for in R. C. 2921.
- Vote, authorize, recommend or in any other way use their position to secure approval of a CCHD contract (including employment for personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest.
- Solicit or accept honoraria (see R. C. 102.01(H) and R. C. 102.03(H)).
- During public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with the CCHD.
- Use or disclose confidential information protected by law, unless appropriately authorized.
- Use, or authorize the use of, their title, name, the name Canton City Health Department or CCHD, or the CCHD logo in a manner that suggests impropriety, favoritism, or bias, by the CCHD or the official or employee.

Ethics Education

- Every CCHD employee will be provided with a detailed outline of the Ohio Ethics law (800-042-01-A_Ethics Law Overview) and indicate the receipt of such upon hiring on form 800-042-02-F_Ohio Ethics Law Overview Acknowledgement of Receipt. Employees are required to complete at least one hour of training provided by the Ohio Ethics Commission each calendar year. The training may be a seminar, webinar, or online “E-Training”. Training and education can be obtained from the Ohio Ethics Commission online at ethics.ohio.gov/education.

Assistance



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- Questions regarding the application of the Ohio ethics law and this policy should be first directed to the employee’s supervisor. Additional assistance is available from the Canton City Law Department or by contacting the Ohio Ethics Commission at 614-466-7090.

Discipline

- Failure of any employee to abide by this policy, or to comply with the Ohio Ethics law and statutes, will result in discipline as provided for in policy 800-006 Discipline Policy. Sanctions may include termination as well as any potential civil or criminal sanctions as provided for by law.

F. CITATIONS & REFERENCES

Ohio Revised Code (<http://codes.ohio.gov/orc/>)

Canton City Health Code

Ohio Ethics Commission (<http://ethics.ohio.gov/>)

800-006-P_Discipline Policy

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. Jim Adams, Health Commissioner

H. APPENDICIES & ATTACHMENTS

800-042-01-A_Ethics Law Overview

I. REFERENCE FORMS

800-042-02-F_Ohio Ethics Law Overview Acknowledgement of Receipt

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes
07/10/2018	07/10/2018	James Adams	Expanded policy on acceptance of gifts

K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGs” procedure as of the effective date listed above.