

# MONTGOMERY COUNTY



## ETHICS TRAINING PROGRAM

### 1. LOBBYIST

The Purchasing Department will provide a copy of the Montgomery County Code of Ethics (“Code of Ethics” or “Code”) to each lobbyist prior to engagement and require the lobbyist to provide the county with a signed acknowledgement indicating that he/she reviewed the code and understands its terms.

A copy of the acknowledgement should be maintained by the Purchasing Department and the Human Resources Department.

### 2. EMPLOYEES<sup>1</sup>

#### A. Current Employees (As of the date of adoption of this training program).

- i. **Code of Ethics.** Human Resources will distribute a copy of the Code of Ethics to each employee and require them to return a signed acknowledgement indicating that they reviewed the Code and understand its terms.
- ii. **Training Video.** Human Resources will make available a training video that covers the topics and requirements in the Code of Ethics. Current employees view the training video within thirty (30) days of its release. Each employee must sign an acknowledgement that they viewed and understood the video.
- iii. **Continuing Training.** Current employees will view the training video every two (2) years within thirty (30) days after their work anniversary. Each employee must sign an acknowledgement indicating that the employee viewed and understood the training video.

#### B. New Employees

- i. **Code of Ethics.** Each new employee will be provided with a copy of the Code of Ethics during their new hire orientation and must provide to Human Resources and their department head or elected official within fourteen (14) days a signed

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<sup>1</sup> Employees of the judicial branch of the county government who are subject to the Code of Judicial Conduct are excluded.

acknowledgement indicating that they reviewed the Code and understand its terms.

- ii. **Training Video.** Within fourteen (14) days of their first day of employment, new employees must complete a training video that covers the topics and requirements in the Code of Ethics. Each employee must sign an acknowledgement that they viewed and understood the training video.
- iii. **Continuing Training.** After the initial training video, each employee shall view the training video every two (2) years within thirty (30) days after their work anniversary. Each employee must sign an acknowledgement indicating that the employee viewed and understood the training video.

**C. Documentation**

A copy of each employee written acknowledgement required by this procedure will be maintained by Human Resources and the employee's department head or elected/appointed official.

**3. ELECTED & APPOINTED OFFICIALS<sup>2</sup> (“COUNTY OFFICIALS”)**

**A. Current County Officials** (As of the date of adoption of this training program).

- i. **Code of Ethics.** Human Resources will distribute a copy of the Code of Ethics to each county official via e-mail and instruct them to return a signed acknowledgement indicating that they reviewed the code and understand its terms.
- ii. **Training Video.** Human Resources will make available a training video that covers the topics and requirements in the Code of Ethics. Current county officials will view the training video within thirty (30) days of its release. Each county official will sign an acknowledgement indicating that he/she has viewed and understood the video.
- iii. **Continuing Training.** After the initial training video, current county officials will view the training video every two (2) years within thirty (30) days after their anniversary in office. Each county official will sign an acknowledgement indicating that he/she has viewed the training video.

**B. New County Officials**

- i. **Code of Ethics.** Human Resources will distribute a copy of the Code of Ethics to each new county official within seven (7) calendar days of the official taking office. Human Resources will instruct the new county official to return to Human Resources within fourteen (14) days a signed acknowledgement indicating that the official reviewed the Code and understands its terms.
- ii. **Training Video.** Within fourteen (14) days of their first day in office, new county officials will complete a training video that covers the topics and requirements in the Code of Ethics. Each new county official will sign an acknowledgement that he/she viewed and understood the training video.

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<sup>2</sup> Elected and appointed judges who are subject to the Code of Judicial Conduct are excluded.

- iii. **Continuing Training.** Each new county official shall view the training video every two (2) years within thirty (30) days after his/her anniversary in office. Each new county official must sign an acknowledgement indicating that he/she viewed and understood the training video and the date it was viewed.

**D. Documentation**

A copy of each written acknowledgement required by this procedure will be maintained by Human Resources and the county official.

**4. MEMBERS OF AN AUTHORITY, BOARD, COMMISSION, COMMITTEE, ETC. COVERED BY SECTION III.4.(C) & (F).**

Each member of an authority, board, commission, committee, etc. covered by section III.4.(c) and (f) of the Code of Ethics must review a copy of the Code that is available on the county's website and must submit a signed acknowledgement indicating that they reviewed the code and understand its terms to Human Resources. A copy of the acknowledgement form will be available on the county's website.

A copy of the signed acknowledgement will be maintained by Human Resources.

**5. AMENDMENTS TO ETHICS CODE**

Within seven (7) days of the adoption of any major change to the Code of Ethics, each person who is required to be provided with a copy of the Code of Ethics by these training procedures will be provided with an updated copy of the Code by Human Resources. Each person who receives an updated copy of the Code of Ethics must return to Human Resources within fourteen (14) days a signed acknowledgement indicating that he/she reviewed the updated code and understands its terms. Each employee must also provide a copy of their signed acknowledgement to their department head or county official.