

# LDWA PERSONNEL POLICIES AND PROCEDURES

## SECTION V: EMPLOYEE CODE OF CONDUCT

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1. **PROFESSIONALISM.** LDWA is dedicated to provide professional services to its citizens. Its employees and Board Members must adhere to high standards of public service that emphasize professionalism and courtesy. Employees and Board Members are required to carry out efficiently the work items assigned at their responsibility, to maintain good moral conduct, and to do their part in maintaining good relationships with their peers, fellow employees, the public, and others.
2. **CONFIDENTIAL INFORMATION.** LDWA employees involved with information of significant public interest may not use this confidential information for personal gain, nor to benefit friends or acquaintances. If an employee has an outside interest which could be affected by any LDWA plan or activity, this situation must be reported to the LDWA Board immediately. Each employee is charged with the responsibility of ensuring only information that should be made available to the general public is released or disclosed.
3. **EMPLOYEES RIGHT TO CONFIDENTIALITY.** Employees have an unquestionable right to expect all personal information about themselves, their illness, their family and financial circumstances to be kept confidential. Every employee has an obligation to protect this confidence. Never discuss privileged information with others who are not authorized to receive it, either inside or outside the office.
4. **GIFTS AND GRATUITIES.** LDWA employees and Board Members are prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loan or item of monetary value from any person seeking to obtain business with LDWA, or from any person within or outside LDWA employment whose interests may be affected by the employee's performance or nonperformance of official duties. LDWA employees will not accept gifts or gratuities except under circumstances allowed by the Utah Employee Ethics Act 67-16.
5. **ATTENDANCE.** Regular attendance and punctuality are essential to providing high quality work, service to LDWA shareholders and customers, and to avoid extra work for fellow employees. Therefore, when the employee is going to be late or will not be able to report to work, the employee must notify their supervisor and co-worker(s) prior to the scheduled work time. If the employee is ill or has an emergency, they should notify their supervisor or co-worker as soon as possible on each day of absence.
6. **APPEARANCE.** LDWA reserves the right to expect its employees to present a

favorable impression during any contact with the public. All employees are expected to maintain a neat and clean personal appearance. Standards of dress shall be appropriate to the job and the tasks to be accomplished.

7. **SMOKING.** In compliance with the Utah Indoor Clean Air Act, smoking is not permitted in LDWA buildings, grounds, premises, etc. LDWA also prohibits smoking in LDWA owned vehicles.

8. **PERSONAL USE OF LEEDS DOMESTIC WATERUSERS PROPERTY AND EMPLOYEE RECORD KEEPING.** As a not-for-profit company, LDWA is accountable to its shareholders for all expenditures, business transactions, activities, policies and procedures of the company. As such, personal use of all LDWA equipment, vehicles, computer software and hardware, office equipment, office supplies, postage supplies, access to LDWA credit cards, and all other assets, is prohibited.

A. **Computer Equipment and Electronic Files.**

- (1) At all times, only Board-authorized LDWA personnel shall have access to LDWA computer equipment and electronic files.
- (2) All sensitive electronic data and information will be secured by password [and/or other means of security] at all times and include, but are not limited, to: confidential personnel records electronic data files, financial programs, legal documents, executive session recordings, etc. **Remote electronic access to secured files is prohibited.**
- (3) All data stored on, and software developed on, LDWA owned computers and equipment is the property of LDWA and as such, may be viewed and/or reviewed by the Board members at any time.
- (4) No pornography or sexually explicit material shall be accessed, stored, or viewed/reviewed on LDWA owned computer equipment including hard drives, and storage devices, including but not limited to flash drives, thumb drives, memory sticks, CDs, DVDs, or any other for of storage devices owned by LDWA.

B. **Company Vehicles and Equipment.**

- (1) Personal use of company vehicles and equipment is prohibited.
- (2) A trip record and logbook \* will be maintained and completed for all use of LDWA company vehicle(s). Failure to maintain a current and accurate log with description and purpose of trips is grounds for dismissal.
- (3) Company vehicle(s) will be identified with the name LDWA, address, phone number and company logo (if available), and said identification will be placed on the driver and passenger door so as to be visible to the public.
- (4) All collision, damage, or other incidents involving the company vehicle

must be reported in writing\* within 24 hours to LDWA Board by the operator of the vehicle.

- C. Office Supplies.
  - (1) All office supply products including, but not limited to, envelopes, paper, folders, files, etc, shall be used for LDWA business only.
  - (2) Self-addressed envelopes shall not be provided when mailing monthly shareholder invoices. As a cost savings to shareholders, monthly invoices will be mailed on postcard statements.
- D. Postage. Employees and Board members shall not be allowed to use LDWA-owned postage stamps at any time for personal use.
- E. Fax and Copying Machine. No employee shall be allowed to use the fax or copying machine for personal purposes.
- F. Office Telephone and Cellular Phones Calls and Use.
  - (1) Employees are expressly prohibited from making long distance telephone calls of a personal nature on all LDWA owned telephones and cellular phones.
  - (2) All employees will use LDWA owned telephones for local personal call judicially, local telephone calls will be limited to necessity and must not disrupt the carrying out of employee responsibilities.

9. **PURCHASING.** When procurement involves the expenditure of federal or state assistance funds, LDWA shall comply with all applicable federal laws and regulations, state laws, and LDWA By-Laws, Articles, and Amendments.

- A. Purchase & Expenditure Limits.
  - (1) Purchase of non-recurring and/or assets costing more than two-hundred and fifty dollars (\$250.00) require majority approval by the LDWA Board.
  - (1) Purchase of non-recurring and/or assets items costing more than ten thousand dollars (\$10,000.00) require three (3) or more written bids and expenditure must have majority approval by the LDWA Board.
  - (2) Recurring expenditures such as consumable office supplies, water well related repair items, and maintenance expenditures require signature acknowledgment of authorized board member and Office Administrator (OA) by use of Purchase Order/Expenditure Approval form and do not require pre-approval by majority vote of the LDWA Board.
- B. Purchase Order / Expenditure Approval Forms\*.
  - (1) All purchases and expenditures require expenditure description and

- vendor receipt including itemized statement.
- (2) Purchase Order/Expenditure Approval forms will be prepared for all purchases expenditures.
  - (3) Purchase Order/Expenditure Approval forms will be submitted to the Office Administrator for processing as defined in paragraph A.(3) above.
- C. Purchase Reimbursement Approval Form. Completion of a Purchase Reimbursement Approval Form is required for reimbursement of purchases, and in accordance with paragraph 9.A. and 9.B.
- D. Purchases & Expenditures not included in the Budget. All purchases and expenditures not identified or included in the LDWA Budget require majority approval from the LDWA Board.
- E. Tax Exempt for Non-Profit. All purchases will be made utilizing the tax exempt for Non-Profit certificate or assigned account number.

**10. TIME SHEET RECORDS AND FORMS.**

- A. All hourly employees of LDWA are required to maintain an accurate and legible record of all hours worked for LDWA on the current LDWA hourly time sheet form.
- B. All salaried employees of LDWA are required to maintain an accurate and legible record of all hours worked for LDWA on the LDWA salaried time sheet form.
- C. Time sheets will be signed and dated by the employee and a Board member or their designee. Time Sheets will accompany all paychecks presented to the authorized Board Member for check signature approval.

**11. CREDIT CARDS.** LDWA credit cards shall be used for official business only, and shall not be used for the personal convenience of an employee or Board Member.

**12. OUTSIDE ACTIVITIES.** LDWA employees shall not use LDWA owned property when involved in an outside activity such as a civic organization, church organization, committee unrelated to LDWA business, public office, or service club. An employee may pursue an outside activity when the following are met:

- A. Pursue the outside activity on the employee's own time.
- B. Pursue the outside activity away from LDWA offices.

- C. Discourage any phone, mail or visitor contact related to the outside interest at LDWA offices.
- D. Arrange for time off, leave, or compensatory time off in advance, to pursue the outside interest during regular business hours.
- E. Use of LDWA vehicle(s), equipment, postage, copiers, documents, lists, information, property, supplies, assets, etc, for outside interest use is prohibited at all times.

**13. POLITICAL ACTIVITY.**

- A. An LDWA employee shall not be coerced to support a political activity, where LDWA funds or time are involved.
- B. An LDWA employee shall not engage in political activity during work hours, unless on approved leave.
- C. An employee shall not use LDWA owned equipment, supplies or resources (including mailing lists), and other attendant expenses (diskettes, paper, computer online and access charges, etc.) when engaged in political activity.
- D. An employee shall not use, discriminate in favor of or against, any person or applicant for employment based on political activities.
- E. An employee shall not use the employee's title or position while engaging in political activity.

**14. INSPECTIONS.** LDWA Board Members maintain the right to conduct unannounced inspections of LDWA owned property including computers, electronic storage devices, work stations, equipment, desks, cabinets, etc., at any time.