

County Of San Diego
Health and Human Services Agency (HHSA)

SUBJECT: Code of Conduct

NO: HHSA-M-1.2

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DATE: September 10, 2025

REFERENCES:County of San Diego Code of Ethics, HHSA Program Policies and Procedures, California Fair Political Practices Commission

POLICY:

As a Health and Human Services Agency (HHSA) employee, temporary worker, student worker or volunteer (staff), you are expected to uphold the highest standards of ethical conduct in the performance of your duties. As an integral part of that conduct, you commit to:

- Treat others with equity, dignity, respect and courtesy, without regard to race, religion, creed, color, gender, economic status, sexual orientation, age, national origin, citizenship, ethnic group identification, disability, political affiliation, marital status, domestic partnership, source of payment, or any other non-treatment or non-service-related characteristic.
- Conduct yourself in a manner appropriate to your standing as a representative of HHSA and that supports the best interests of the public.
- Create a work environment that promotes open and honest communications and a safe place to discuss ideas.
- Seek and gain knowledge of all Federal, state, and local laws, as well as County of San Diego (COSD) policies and procedures applicable to your job.
- Complete all applicable training assigned to you.
- Foster curiosity with your peers and provide others with the information they need to make informed decisions.
- Actively promote and facilitate quality assurance and quality improvement and bring forward suggestions for operational excellence.
- For supervisors: encourage staff's curiosity and information seeking, help staff find information relevant to their work responsibilities, and ensure processes are in place (including adequate and appropriate controls) to consistently and uniformly monitor productivity, effectiveness, and compliance with HHSA policies regardless of any alternative work locations.
- Create a work environment that encourages raising ethical concerns and promotes identifying and implementing solutions. Promote a cooperative and service-oriented image and environment free from harassment or retaliation.
- Raise concerns related to the Code of Ethics or Code of Conduct to a supervisor, manager, HHSA Business Assurance and Compliance, the County Office of Ethics and Compliance or the County's Ethics Hotline.

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- Never compromise professional ethical standards nor encourage others to do so.
- Speak up about deficiencies or concerns in the quality of services being delivered.
- Immediately report any suspected or alleged child or adult abuse or neglect.
- Review the LMS assigned COSD Code of Ethics training annually and attest to your understanding of, and agreement to adhere to, the contents.
- Adhere to all applicable Federal, state, and local laws as well as COSD and HHSA policies and procedures in the performance of your employment duties.
- Follow and understand all COSD policies and procedures related to usage of COSD computer systems, COSD provided cell phones and other COSD provided technology and supplies including acknowledgement of the system login banner rules including:
 - *You will use County provided systems for business purposes.*
 - *You are prohibited from looking up yourself, friends, and family members, and you are prohibited from looking up any others for whom you have no business purpose, in any system that the County provides you access to.*
 - *System data is confidential and/or protected under the law.*
 - *System usage is logged, monitored, and misuse may be grounds for disciplinary action.*
- Conduct HHSA duties with the highest standards of ethical and legal behavior.
- Follow the HHSA Conflict of Interest Policy M-3.4 and avoid commitments or relationships, including but not limited to outside employment or consulting, that interfere with, or could be perceived to conflict or interfere with, your ability to properly perform your HHSA duties.
- Adhere to all False Claims Act requirements and ensure that COSD funds and property are appropriately accounted for and expended with care, guided by prudent judgement and good business practices.
- Account for the proper expenditure of HHSA funds, including, if applicable, ensuring that contractors use County funds appropriately and for the intended purpose.
- Use HHSA assets and property appropriately and not for private gain or advantage, or the private gain or advantage of another.
- Maintain HHSA assets and property responsibly. Use caution to ensure that assets or property are not broken, lost, or stolen. Store assets and property in a secure manner and immediately report if lost or stolen.
- Maintain accurate and thorough records to ensure that information provided to internal or external entities is accurate, detailed, and timely.

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- Obtain appropriate authorization prior to committing or spending County funds.
- Dispose of surplus, obsolete, and salvaged property appropriately.
- Comply with workplace safety policies.
- Secure and protect information, including personally identifiable information, and never share it or use it for any purpose outside of County duties.


PROCEDURE:

1. New employees will receive a copy of this Code of Conduct as part of their orientation packet and will provide a signed Code of Conduct Acknowledgement to HHSA Human Resources within thirty (30) days of beginning employment with HHSA.
2. Employees will review the Code of Conduct and complete the acknowledgement through the Learning Management System (LMS) annually.

QUESTIONS/INFORMATION:

Contact the HHSA Business Assurance and Compliance Office at (619) 237-8571 or compliance.hhsa@sdcounty.ca.gov.

Approved: _____


Kimberly Giardina, DSW, MSW
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County of San Diego
Health and Human Services Agency