


TITLE:

PROFESSIONAL CONDUCT AND WORK  
RELATIONS

POLICY #

**HHS Internal POLICY and PROCEDURE**

<i>Policy #</i>	<b>PROFESSIONAL CONDUCT AND WORK RELATIONS</b>	
	<i>Categories</i> Administration / Non-Clinical	<i>This Policy Applies To:</i> Fort Bend Health and Human Services
		<i>Document Owner</i>  Carrie Rai

**References:** Public Health Code of Ethics. (2019). American Public Health Association.  
[https://www.apha.org/-/media/files/pdf/membergroups/ethics/code\\_of\\_ethics.ashx](https://www.apha.org/-/media/files/pdf/membergroups/ethics/code_of_ethics.ashx)

**I. PURPOSE**

The purpose of this policy is to ensure that Fort Bend County Health & Human Services (FBCHHS) has appropriate **policies and procedures** in place for the review, approval, and oversight of professional conduct and work relations.

This policy is to ensure that all services are conducted in accordance with applicable sections of state and federal laws, as well as to overlay additional agency policy and procedures so that appropriate agency management review is part of the process.

**II. SCOPE**

This policy applies to all FBCHHS organizational units, employees, volunteers and contractors.

**III. DEFINITIONS****IV. POLICY**

It is the policy of FBCHHS that all FBCHHS programs, employees, and volunteers conduct activities in alignment with the Public Health Code of Ethics and the core values of the Department, which are integrity, innovation, servant leadership, commitment, compassion, collaboration, quality, respect and equity. All staff will abide by all policies in [Section 600 - Employee Conduct](#), and all other policies of the Fort Bend County Information Manual.

Violations of this policy may result in disciplinary action, up to and including termination of employment.

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**V. PROCEDURES**

1. FBCHHS employees in positions which require professional licenses, certification or other credentials are responsible for abiding by and maintaining up to date licensures, certifications and training.
2. All FBCHHS employees, volunteers and contractors are responsible for ensuring that any required training needed to maintain their position with FBCHHS are completed and required documents submitted on time.
3. All FBCHHS employees, volunteers and contract staff will:
  - a. Use the Public Health Code of Ethics as the foundation for ethical behavior and decision making.  
[https://www.apha.org/-/media/files/pdf/membergroups/ethics/code\\_of\\_ethics.ashx](https://www.apha.org/-/media/files/pdf/membergroups/ethics/code_of_ethics.ashx)
  - b. Manage interactions with health officials and other local professionals with tact and diplomacy;
  - c. Present themselves in a professional manner;
  - d. Treat clients, co-workers, and the general public with courtesy, dignity, and respect;
  - e. Observe operational policies regarding lines of authority and communication and use of resources, facilities, and equipment; and
  - f. Inform supervisors, at the earliest opportunity of any actual, potential, or perceived conflicts which may arise and which may have negative influence on the conduct of program activities or the client experience.

**VI. PERSONS AFFECTED**

This policy affects all employees, volunteers, and contractors of FBCHHS.

**VII. RESPONSIBILITIES**

**Division Managers/Program managers:** Ensure all staff have access to and have acknowledged the policy. Identify, address, and report any policy or procedure violations.  
**ALL Staff:** Follow this Policy and Procedure.

**VIII. EXCEPTIONS**

No exceptions to this policy may be made without the prior written approval of the Division Director.

**IX. ASSOCIATED LAWS & REGULATIONS****X. REVIEW PROCESS**

This policy will be reviewed by the Executive Team annually.

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**XI. ISSUANCE AND REVISION HISTORY**

<u>Date</u>	<u>Action</u>	<u>Section</u>
<u>7/10/2023</u>	<u>Added Public Health Code of Conduct</u>	<u>IV, V.3.a.</u>
<u>7/28/2022</u>	<u>Added HHS Internal</u>	<u>Title</u>
<u>11/9/2021</u>	NEW POLICY	

Approved:



FBCHHS Director

Date: 11/20/2023