



Code of Conduct

DGO Policy Internal 01

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Revised Date:

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Approved By: Jenney Rees

References/Authority: Utah Administrative Code Rules R477-8, R477-9, R477-10, R477-11, R477-14, and R895-7; Utah Code Chapters 63G-2, 67-16

1 PURPOSE

This policy promotes a working environment that ensures ethical and professional employee conduct, by identifying and defining standards of conduct for employees of the Department of Government Operations (Department).

2 GUIDING PRINCIPLES

The Department strives to achieve its mission and vision by fostering good customer relations and public trust, maintaining appropriate relationships between coworkers, and establishing highly professional, respectful standards and work ethics.

The success of the Department depends upon the trust, credibility, and confidence earned from employees, clients, and stakeholders. This trust and credibility is obtained by adhering to commitments, displaying honesty and integrity, and reaching Department goals through honorable conduct.

This policy applies to all Department employees.

3 POLICY

3.1 Relationships with Customers and the Public

- A. Employees shall avoid relationships or commitments that would knowingly be detrimental to the interests of the State.
- B. Employees shall not use their position, or information acquired through their position, to coerce or otherwise influence others for personal favors or personal gain.

3.2 Managing Records and Information

- A. Employees shall respect and protect the confidentiality and privacy of records and information. They shall not access, use, disclose, or reproduce confidential information, or information contained in a private, controlled, or protected record for any purpose other than the performance of their official duties.
- B. Employees shall take reasonable steps to secure confidential information wherever it is maintained such as in electronic devices, desks, offices, filing cabinets, vehicles, etc.



- C. Employees shall, upon request or prior to termination of their employment relationship with the Department, deliver to and/or grant their supervisor or designee access to any documents, materials, and equipment received from, maintained on behalf of the Department or originating from their employment-related activities.
- D. Employees shall not record or duplicate any work-related activities except as permitted by law or policy and approved by their supervisor.
- E. Employees shall not knowingly violate any state or federal laws including the Government Records Access and Management Act (GRAMA), Utah Code 63G-2, that specifically states when and how customers, other agencies, and the public may inspect or copy the Department's records, including customer records. Employees shall follow established business practices with respect to GRAMA and Verification of Employment.
- F. Employees shall not falsify or wrongfully destroy any record, report, or claim, or knowingly enter, or cause to be entered, any false or improper information in Department, customer agency, or employee personnel records.
- G. Employees shall not improperly disclose or use controlled, private, or protected information acquired by reason of their official position or in the course of their official duties, and shall exercise appropriate judgment to prevent disclosure to others.
- H. Employees shall complete appropriate training and comply with any regulatory requirements associated with information acquired in the course of their official duties.

3.3 Working Relationships with Other Employees

- A. Employees shall treat each other respectfully and professionally.
- B. Employees shall not engage in abusive conduct, harass, or discriminate against another employee in violation of Rules R477-15 or R477-16.
- C. Employees shall refrain from using abusive or profane language, including, but not limited to, language that is demeaning, belittling, or knowingly offensive to other employees.
- D. Employees shall not intimidate, physically harm, or threaten physical harm toward, other employees, customers, management, or the public.
- E. Employees shall not be insubordinate, disloyal, or disrespectful to a manager's or supervisor's appropriate orders or requests. Employees may seek assistance from an HR Director if they believe a manager or supervisor issued an inappropriate order or request.
- F. Employees shall promptly report any instance of questionable or unethical behavior to a supervisor or Human Resources.

3.4 Supervisory Relationships

- A. Supervisors and other administrators shall treat subordinates respectfully and professionally.
- B. Supervisors and other administrators shall encourage and facilitate the professional development of employees in fulfilling their job duties with reasonably available resources.
- C. Supervisors and other administrators shall not exploit any subordinate for personal favors or personal gain.
- D. Supervisors and other administrators shall not use their position of authority to engage in abusive conduct, harass, or discriminate against any subordinate in violation of Rules R477-15 or R477-16.
- E. Supervisors and other administrators shall not become involved in sexual relationships with any subordinate.



- F. Supervisors shall take reasonable steps to maintain an environment free of abusive conduct and workplace harassment by setting an example of appropriate behavior and by taking appropriate action in a timely manner when informed of allegations of inappropriate behavior.

3.5 Professional Conduct

- A. Employees shall abide by all laws, regulations, rules, and policies governing their work and professional activities.
- B. Employees who physically occupy space within another state agency's facility or offices may be required to comply with the policies and/or procedures of that agency.
- C. Employees shall truthfully represent their professional credentials, licensure, education, training, and experience to the Department, customers, and prospective customers.
- D. Employees shall foster a work environment that is safe from all forms of violence, including domestic violence perpetrated within the workplace.
- E. Employees shall dress appropriately and professionally for their assigned job in both in-person and virtual work environments. Basic elements for appropriate and professional attire include clothing that is neat and clean. Managers or supervisors may determine if an employee is dressed appropriately for the workplace or situation.
- F. Employees shall not engage in unprofessional conduct on or off the job that compromises the ability of the employee, the Department, or the state to fulfill its responsibilities, including, but not limited to, engaging in any illegal activity or other conduct unbecoming to the Department's public reputation.
- G. Employees shall not willfully cause damage to public property or waste public resources, nor may they use public property for personal gain.
- H. Employees shall not use state-owned equipment, devices, or services in violation of Section R895-7.
- I. Employees shall promptly report to a supervisor or Human Resources when they encounter a situation where they have unintentionally violated Rule R895-7 (such as receiving a sexually explicit email or accidentally visiting a prohibited website).

3.6 Performance of Duties

- A. Employees shall maintain work schedules approved by Department management and observe lunch, break, and exercise release periods in accordance with Section R477-8-3.
- B. Employees may work a schedule with flexible start and end times with management approval in accordance with Section R477-8-1.
- C. Employees and supervisors shall abide by Sections R477-8-4 and R477-8-5, governing overtime. No employee is allowed to work overtime unless specifically pre-approved by their supervisor. An employee who works overtime without such approval is subject to disciplinary action.
- D. Employees shall not engage in any activity that could be considered a dereliction of duty, including, but not limited to: unauthorized leave or leave without pay; willful delays or neglect to perform assigned duties and/or responsibilities; inattention to duty; or leaving a work area inappropriately attended.
- E. Employees shall not participate in, condone, conceal, or be associated with dishonesty, fraud, misrepresentation, or theft.
- F. Except as provided in Rule R477-14, employees shall not consume or use alcohol or controlled substances, or be under the influence of alcohol or controlled substances, while on compensated work time, on state property, or while operating any vehicle on duty.



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- G. Employees shall not consume any substance that impairs their ability to safely perform their job duties during compensated work time, while on-call, while on state property, or while operating a state vehicle. An employee desiring an exception to this policy shall submit a written request for approval to their immediate supervisor with an explanation as to how the duties may be temporarily changed or limited to ensure the employee's safety and the safety of others and to ensure an acceptable level of production.
- H. Except as provided in Rule R477-14, employees shall not unlawfully manufacture, dispense, possess, or distribute any controlled substance or alcohol during work hours, on state property, or while operating any vehicles while on duty.
- I. Employees shall not sell or promote products or services for personal, charitable, or other gain in the workplace.
- J. Employees shall not solicit political contributions during their hours of employment.
- K. Employees shall be familiar with and follow all Department policies and applicable administrative rules.

4 RELATED DOCUMENTS (e.g., procedures, other policies, forms etc.)

- DGO Authorized Personal Use of Public Property Policy
- DGO Conflict of Interest Policy
- DGO Exercise Release Policy
- DGO Telework Policy
- DTS Information Security & Technology Resources Policy



Amendment/Change Log

<Policy Name> Amendment/Change Log					
Date	Section/ Heading	Change/Edit	Additional Information (if needed)	Change Approved By	Change Approval Date