

04-03. Code of Conduct

<b>Internal Policies and Procedures of the Utah State Board of Education</b>
<b>Policy # 04-03</b>
<b>Subject:</b> Code of Conduct
<b>Effective Date:</b> 5/9/2011 <b>Revision Dates:</b> 2/7/2018
<b>Purpose:</b> To establish the expected conduct of USBE employees.
<b>Policy:</b> A USBE employee shall be ethical in all job activities and personal interactions, and shall treat coworkers, supervisors, customers, and others with courtesy and respect at all times. USBE intends to provide all employees a working environment that is free from discrimination and harassment.
<b>References:</b> Utah Code Chapter 67, Part 16, Utah Public Officers' and Employees' Ethics Act; DHRM Administrative Rule <a href="#">R477-9, Employee Conduct</a>

**Procedures:**

**A USBE employee shall:**

- demonstrate support of the mission, vision, and values of the Board and Superintendency, and abide by the USBE's administrative rules, internal policies, and procedures that govern the work or professional activities of the employee;
- apply oneself and fulfill assigned duties during the time for which the employee is compensated;
- be respectful and kind to the public and co-workers by:
  - communicating appropriately through words and body language;
  - identifying, understanding, and anticipating the needs of customers by being attentive, knowing their time requirements, and communicating clear messages;
  - being sensitive to cultural differences and physical abilities; and
  - instilling trust and confidence by treating others with dignity and courtesy, and making them feel welcome and important;
- make prudent and frugal use of USBE funds, equipment, buildings and supplies;
- report to work fit for duty and will not be under the influence of alcohol or illegal drugs, or otherwise impaired due to abuse of prescribed drugs;
- be appropriately groomed and dressed by wearing clean, well-maintained, and professional attire that is appropriate to the type of work and interactions the employee performs (torn, patched/faded clothing, revealing shirts, skirts shorter than mid-thigh, and shirts with obscene or foul language are examples of unacceptable attire);
- if the employee drives a vehicle as part of assigned duties:

- have a current, valid Utah driver's license;
- complete the driver's safety course once per year as required by the Division of Risk Management; and
- promptly report any driver's license suspension or revocation to their supervisor;
- represent oneself and the USBE ethically, and avoid all appearance of impropriety when accepting gifts and gratuities if they are allowed to be accepted;
- demonstrate predictable and reliable attendance and report to a regularly-scheduled work shift on time; and
- work with managers and make every effort to maintain appropriate skills for the employee's job assignments.

**A USBE employee may not:**

- be insubordinate, disloyal, or disrespectful to the orders of a supervisor or manager, unless such order is reasonably believed to be in violation of this policy, or other established policy, rule, or statute;
- cause unnecessary disruption to their co-workers or to the work place;
- bring children or pets to the office as a means of regular care;
- intimidate, use physical harm or threats of physical harm against co-workers, management, or the public at any time;
- participate in intimate or sexual relationships with co-workers or customers while in the workplace;
- participate in intimate or sexual relationships outside of the workplace with co-workers or customers that affect the ability of the Board and its employees to provide services, become disruptive in the workplace, or cause the public to lose confidence with the USBE's ability to provide appropriate services;
- misuse sick leave or overtime privileges;
- use state-owned IT resources for personal financial gain or advantage, religious use, political lobbying, sexually explicit use, nor any other purpose which violates state or federal laws or workplace policies (see USBE Policy on Acceptable Use of Information Technology Services); or
- reveal or disclose confidential information to unauthorized individuals, including unauthorized access to computer files or software or providing access to others by disclosing access codes or passwords (Law prohibits use of information gained by virtue of USBE employment for personal gain).
- A supervisor or other administrator may not use their position of authority to harass, discriminate against, or become involved in sexual relationships with their subordinates or other USBE employees.