



Policies and Procedures
Code of Conduct

Effective Date of Policy:	Next Scheduled Review: 1/2/2022
Last Reviewed:	Policy Number: OCC-03 (2021)
Date Policy Last Revised:	Replaces Policy Number:
Approved:	Approval Date:

Reference: [Oklahoma Ethics Rules](#), and [Merit Rules](#).

A. Code of Conduct

All employees are expected to conduct themselves in accordance with the Commission's core values of service, integrity, and quality. Employees shall comply with federal and state laws, rules and regulations, and all Commission policies. Employees shall avoid actual breaches of ethics and the perception of unethical behavior. Employees who violate this policy are subject to discipline, up to and including termination.

It is not possible to draft a code of conduct policy that answers every question, nor is it possible to eliminate every gray area of interpretation. Employees shall identify any personal conduct or interest that might possibly be criticized as a violation of the Commission's Code of Conduct and consult with their supervisor and/or agency Administration for final interpretation and application of policy.

Conduct that violates the spirit of this policy will not be tolerated merely because an employee states later that he or she did not think the conduct was wrong or technically in violation of this policy. The only safe and sure defense to corrective discipline is full disclosure and an opinion by Administration.

[Annotated Ethics Rules](#)

B. Misconduct

Employees shall fulfill the duties of employment and shall behave at all times in a manner befitting the position the employee holds. Employees shall devote full time, attention, and effort to their assigned duties during work hours. Misconduct including, but not limited to, the violation of any Commission rule or policy will not be tolerated and may result in disciplinary action.

C. Financial Conflicts and Conflicts of Interest

Employees shall not accept money or other compensation from anyone, other than the state, for the performance of employee's duties. Employees shall avoid preferential treatment for any person, using public office for personal gain, or adversely affecting the confidence of the public in the integrity of the Commission. Employees shall not engage in any employment, activity, or enterprise which has

been determined to be inconsistent, incompatible, or in conflict with his or her duties at the Commission.

Employees shall not engage in activities that involve the use of state time, facilities, equipment, and supplies; or, the badge, uniform, prestige, or influence of one's state office or employment for private gain or advantage.

[Rule 4 Conflicts of Interest](#)

Certain employees are required to register and pay administrative fees if they are the Commission's principal legislative liaison(s) pursuant to the Annotated Ethics Rules, Rule 5 Lobbyist Registration and Reporting

[Rule 5 Lobbyist Registration and Reporting](#)

D. Outside Employment

No employee may accept any other employment from, or sell any goods or services to, any organization or person that might be viewed as impairing their independence or judgment in connection with their responsibilities at the Commission. Nor shall an employee engage in outside employment that conflicts with their regular work hours at the Commission or diminishes their effectiveness or energy in addressing job responsibilities. No employee shall accept any commission or other form of compensation from anyone who practices before the Commission, for mediating any issue, or for finding a buyer of goods or services, or for any other consideration.

Employees may not work for another employer (including any business owned or operated by the employee personally) during normal Commission work hours or while on any leave program other than those which can be taken as personal time off (annual leave, compensatory time, and holiday time).

E. Community Service

Employees are encouraged to participate in community events and to be active in community projects, e.g. United Way, food drives, and preservation programs. Employees are also encouraged to belong to and participate in the affairs of professional organizations and profession-oriented nonprofit service organizations like those dedicated to preserving or protecting our state's natural resources or the environment. However, employees who belong to such organizations should disqualify themselves from participating in any decision-making process within this agency which directly affects the organization to which they belong.

F. Confidential Information

No employee shall disclose any confidential information to which he or she has access to any organization or person not entitled to have the information. No employee may use their access to confidential information for personal gain or profit. This policy does not prohibit the release of records as provided in the Oklahoma Open Records Act and does not diminish any whistleblower protections permitted by law.

G. Accepting Gratuities

No state officer and no state employee shall, directly or indirectly, ask, demand, exact, solicit, seek, accept, assign, receive, or agree to receive anything of value for the state officer or employee or for any other person or entity, in return for being influenced in the performance of an official act; influenced to commit, aid in committing, collude in, or allow fraud, or make an opportunity for the commission of fraud on a governmental entity; or, induced to perform or fail to perform an act in violation of the state officer's or state employee's official duty.

H. Photo Identification Card and Other State Property

An employee's photo-ID is the property of the Commission and should be kept in a secure manner. Upon the termination of employment, employees are expected to return any ID cards, key(s), and other supplies, equipment, and state property issued before receiving a final paycheck. Notify your supervisor immediately if any state property is lost or stolen.

I. Privacy

Office desks, file cabinets, and other furniture and equipment provided by the State are not private. Employees must be sure that other authorized employees have access to any files, forms, or other materials which may be needed to conduct agency business.