



DEPARTMENT OF ADMINISTRATIVE SERVICES
INTERNAL POLICIES AND PROCEDURES

110 Employee Code of Conduct

Effective: July 21, 2008
Revised: March 27, 2018

References: DHRM Rule R477-9, 11, 14, 16
DAS Policy 120, Gratuities, Gifts, and Solicitations
DAS Policy 140, Outside Employment
DTS Rule R895-7, Acceptable Use of Information Technology Resources

Purpose:

The Department of Administrative Services recognizes the conduct of all its employees greatly affects the quality of each employee's work satisfaction and credibility. It further affects the quality of service delivery to its customers. This policy requires that all DAS employees display professionalism in their interactions with coworkers and customers and conduct themselves in such a way as to maintain the public trust. Employees who do not abide by these standards are subject to disciplinary action.

Policy:

1. Employees shall apply themselves to and shall fulfill their assigned duties during the time for which they are compensated.
2. Employees shall make prudent and frugal use of state funds, equipment, buildings and supplies.
3. Employees shall 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.
4. Employees who are required to drive in connection with their work shall complete a driver's safety course as required by the Division of Risk Management. Employees who are required to drive must have a Fleet Services issued operator identification and be in possession of a current, valid Utah driver license. Any employee that has their driver license suspended or revoked is required to report this promptly to their supervisor.
5. Employees shall treat their fellow employees with professionalism, respect and courtesy. Employees shall not use profanity, language vulgar in nature, or sexually suggestive language.
6. Employees 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.
7. Employees will be appropriately groomed and dressed for their position.
8. Employees will provide quality customer service and shall be respectful to co-workers and the public.



9. Employees will avoid all appearance of impropriety when accepting gifts and gratuities. This is more fully described in DAS Policy 120, Gratuities, Gifts, and Solicitations. Employees directly involved in procurement are not allowed to accept any gifts or gratuities.
10. Employees may not reveal confidential information or restricted-access records to unauthorized individuals or they may be subject to criminal penalties as described in Utah Code Section 63G-2-801.
11. Employees shall abide by all administrative laws, rules, workplace policies, and procedures governing their work or professional activities.
12. Employees may not intimidate, use physical harm, or threats of physical harm against coworkers, management, or the public at any time.
13. Employees may not cause unnecessary disruption to their coworkers or to the workplace.
14. Employees may not use state-owned computers for personal financial gain, for religious use, or political lobbying, for visual or sexually explicit use, nor any other purpose which violates state or federal laws or workplace policies. This is more fully described in the Department of Technology Services Rule R895-7, Acceptable Use of Information Technology Resources.
15. Employees will make every effort to maintain appropriate job skills for their job assignments.
16. Employees shall not use their positions, or information acquired through their positions, to coerce or otherwise influence coworkers, vendors, and customers to provide favors for themselves or others.
17. Employees shall not engage in any activity that could be considered a dereliction of duty, including, but not limited to, abuse of leave; absence without leave or misuse of sick leave, rest periods; misuse of overtime privileges; neglect of standard performance; willful delays or neglect to perform assigned duties and responsibilities; inattention to duty; or leaving their work area unattended or inappropriately attended.
18. Employees shall not disrupt the workplace with activity conducted for the purpose of advertising, promoting, fundraising, buying or selling any product or service, encouraging membership in any group, association or organization, or the marketing of commercial activities by distributing handbills, leaflets, circulars, advertising or dispersing printed materials for commercial purposes.
19. Employees shall not participate in, condone, conceal, or be associated with dishonesty, fraud, misrepresentation, or theft.
20. Employees shall notify their supervisors within 30 days if arrested.
21. Absent supervisor approval, employee family members and personal visitors are not to be at DAS work sites, except for brief visits which do not interfere with the performance of the employee's assigned duties, and responsibilities.



22. Animals are prohibited at all DAS work sites, except for service animals, as defined by the Americans with Disabilities Act (ADA), or animals that are otherwise approved as an accommodation to a specific employee under the ADA.