

CHAPTER 19

EMPLOYEE CONDUCT

19-1. GENERAL.

The Joint Ethics Regulation, DOD 5500.7-R, requires that all employees become familiar with the scope, authority for and the limitations on the activities for which they are responsible.

19-2. PROCEDURES.

Each agency shall display, in appropriate areas of any Federal Government building in which at least 20 civilians are regularly employed by the agency, copies of the Code of Ethics for Federal Government Service.

19-3. EMPLOYEE RESPONSIBILITIES.

Employees are expected in the course of their duties to:

a. Report punctually for work in a condition, which will permit them to perform their assigned duties.

b. Render efficient and industrious service in the performance of assigned duties.

c. Exercise courtesy and tact in dealings with fellow workers and the public.

d. Conserve and protect Federal funds, property, equipment, and materials.

e. Perform their work to the best of their abilities.

f. Uphold, with integrity, the public trust involved in the position to which they are assigned.

g. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government Department.

h. Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion.

i. Give a full day's labor for a full day's pay giving earnest effort and best thought to the performance of duties.

j. Seek to find and employ more efficient and economical ways of getting tasks accomplished.

k. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept for himself/herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.

l. Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word, which can be binding on public duty.

m. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of government duties.

n. Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.

o. Expose corruption wherever discovered.

p. Uphold these principles, ever conscious that public office is a public trust.

19.4 OFF-DUTY CONDUCT.

The off-duty conduct of employees is part of their private lives and, unless work performance is directly affected by that conduct, it is not subject to supervisory review. Only when employee conduct begins to have a direct effect upon official activities is it permissible for a supervisor to take official notice. The Labor Management Office (telephone 6-8905) should be contacted for assistance in these matters.

19.5 OUTSIDE EMPLOYMENT.

Employees are prohibited from engaging in outside employment or other outside activities not compatible with the full and proper discharge of their government duties and responsibilities. Supervisors are required to know at all times those subordinate employees who are engaged in outside employment. Other prohibited activities include acceptance of favors, pay, gifts, payment of expenses, or any other thing of monetary value under circumstances in which acceptance may result in or create the appearance of a conflict of interest.

19-6. TEACHING, LECTURING, AND WRITING.

Employees are encouraged to engage in teaching, lecturing, and writing that is not incompatible with the applicable restrictions and requirements. Employees are prohibited from engaging in teaching, lecturing, or writing that is dependent upon information obtained as a result of their Government employment.

19-7. FINANCIAL INTERESTS.

Employees are prohibited from having a direct or indirect financial interest that conflicts substantially, or appears to conflict substantially, with their Government duties and responsibilities, or to engage in, directly or indirectly, a financial transaction as result of information obtained through their Government employment. Such a conflict may exist even though there is no reason to suppose that employees will, in fact, resolve the conflict situation to their personal advantage rather than in an objective manner. Employees must avoid participating in matters in which conflicts of interest exist and in situations in which a conflict is likely to arise.

19-8. USE OF GOVERNMENT PROPERTY.

a. Employees are prohibited from directly or indirectly using or allowing the use of Government property of any kind, including property leased to the Government, for other than officially approved activities. Employees have a duty to protect and conserve Government property, including equipment, supplies, and other property entrusted or issued to them.

b. Employees are prohibited from using agency stationary and franked envelopes when applying for other positions. Agency equipment is not to be used for copying applications for employment or to provide personal copies of unofficial correspondence. Such misuse of agency materials subjects the violator to disciplinary action. Misuse of the franking privilege can lead to a \$300.00 fine.