



OREGON DEPARTMENT OF FISH AND WILDLIFE POLICY

Human Resources Division

Title:	Code of Conduct	HR_410_02
Supersedes:	HR_410_02, January 15, 2015	
Applicability:	All management service, executive service, classified represented and temporary employees; all contract service providers	
Reference:	ORS 244.040, ORS 260.432, OAR 199	
Effective Date:	July 1, 2019	Approved: <i>Curtis E. Miller</i>

I. PURPOSE

To establish a code of conduct for all employees and contract service providers of the Department of Fish and Wildlife.

II. POLICY

Every employee, regardless of position, is an important contributor in ODFW's efforts to effectively serve the public and conserve Oregon's fish and wildlife resources. Contract service providers working in department facilities are expected to conduct themselves according to these same standards.

In addition to an employee's specific job duties, it is important to understand what is expected of every employee in terms of personal and professional work behavior. Employee's conduct which does not comply with this policy may result in disciplinary action, up to and including dismissal. Off-duty conduct, including social media which does not comply with this policy may result in disciplinary action when such conduct has a nexus with the Department.

The following expectations are provided for personal and professional work behavior to ensure that each employee and the Department are successful in achieving our mission.

1. Professionalism

Employees are to model professional behavior. This includes honesty, integrity, and caring. Employees must be truthful in rendering a report, giving testimony, etc. Each employee is entitled to a workplace free of harassment, and we expect that all employees will treat each other and our customers with courtesy, dignity, and respect. You shall not use physical force, threats or intimidation toward fellow employees, our customers, or others while at a department worksite or otherwise representing the department. (Refer to DAS 50-010-03, Maintaining a Professional Workplace; DAS 50-010-02, Violence-Free Workplace; and DAS 50-010-01, Discrimination and Harassment Free Workplace).

2. The importance of employees presenting a professional image to the public is critical to our effectiveness and the success of the Department. The Department's uniform policy is designed in part to help ensure employees present a professional image. (Refer to HR_450_20, Uniforms and Professional Appearance).

Laws, Rules, and Policies

Adherence to federal and state laws, rules, regulations and policies is important. Violations that adversely affect ODFW, its credibility or its image, cannot be overlooked. New employees or current employees must report to their supervisor any convictions (including pleas of no contest), traffic/driving violation which could affect driving privileges and/or violate ODFW's acceptable driving records guidelines, or pending legal issues (including investigations) for violations of laws no later than five calendar days after each event. (Refer to HR Policy 450_17, Driving Record and Criminal History Record Checks).

You must promptly report to your immediate supervisor any illegal acts or violations of department rules, policies, or regulations that occur in the workplace.

3. Attendance/Backup

Report for duty at the time and place required by assignment, be attentive to duty, and be capable of performing all of the duties required of your position. Be on time for work and meetings. If you will not arrive on time, please notify your supervisor that you will be late.

Do not use while at work, nor come to work under the influence of drugs or alcohol that might affect your judgment, behavior or the safety of yourself and others. ODFW has zero tolerance for drugs or alcohol in the workplace. (Refer to HR Policy 450_02, Drug- and Alcohol-Free Workplace). No person shall smoke or carry any lighted smoking instrument in an ODFW operated facility, publicly owned vehicles or the interior spaces of publicly owned boats. (Refer to HR Policy 450_03, Smoke Free Workplace).

Think of others - both your team members and customers - when you plan to be absent. If you plan to use more than a day of accrued leave, give your supervisor as much advance notice as possible. Several days notice helps to minimize scheduling conflicts that may occur between co-workers and with your supervisor. If you are ill, notify your supervisor and/or lead-worker promptly so they know where you are, and when they might expect you back at work.

4. Internal Communications and Relationships

Every person deserves respect, even when you don't agree. Personal attacks are destructive to team functioning and the trusting relationships employees need to be successful. Internal customer service and staff relations are as important as external customer service.

Strive to maintain and improve your roles and partnerships with each other. We always have challenges to see each other's point of view because employees are unique and diverse, but that is what gives us our strength. While a diversity of opinion is encouraged in our decision making process, employees are expected to publicly support Department decisions and positions once they have been made. A positive team attitude is essential.

5. Dissemination of Information

Access information from files and/or make copies of records or documents only in accordance with established procedures or upon proper authorization. Maintain the integrity of information received in the course of employment with the department, do not seek information beyond that needed to perform your duties, and do not reveal such information to anyone not having proper authorization.

6. Department Spokesperson/Giving Testimony

In some instances your position and/or work location may cause you to be regarded by the public as the official Department spokesperson on an issue. In such a situation the public may not be able to distinguish between your personal opinion and the Department's position because you are

so closely identified as representing the Department. Please consult with your supervisor how you should conduct yourself or what you should say if you find yourself in this circumstance. Only testify to a public or private body as a representative of the department when designated by the manager/supervisor to represent the department. All other testimony shall be prefaced by the statement: "The following testimony is not the official position of the Oregon Department of Fish and Wildlife."

7. Ethics/Conflict of Interest

We expect you to use good judgment at all times. Keep the boundaries of your work relationships and personal activities clear and professional.

Do not use or attempt to use your official position or office to obtain financial gain or avoidance of financial detriment for you, your relative or member of your household, or for any business with which you, your relative, or member of your household is associated.

Do not use your official position or office to solicit or receive for yourself, your relative, or for any member of your household, or for any business with which you, your relative, or a member of your household is associated, any of the following:

- a. Any gifts from a source which would reasonably be known to have a legislative or administrative interest in the department or any of its proceedings. Gift(s) are limited to \$50 in a calendar year. Food and beverage consumed in the presence of the giver is no longer a gift exception.
- b. Financial gain, honoraria, or reimbursement of expenses, other than official compensation;
- c. Any byproducts of the work, including but not limited to fish, animals, and any parts thereof.

Do not solicit or receive, either directly or indirectly, any pledge or promise of future employment, based on any understanding stated or unstated that your official action would be influenced.

Use of non-specialized information gained over time, such as familiarity with the habits and locations of fish or game is not prohibited by this policy, because you should be sharing that knowledge and information with the public as part of our customer service responsibilities. However, information that you acquire because of your position that is not generally available to the public should not be used for personal gain or to avoid personal detriment, including but not limited to information relating to anticipated tag numbers, fish and wildlife population estimates, and herd composition. Avoid using information gained on the job to your own advantage, which is otherwise unavailable to the public. Examples include but are not limited to using information gained as a result of just completed electro-shocking, herd composition survey, or release of fish, which would improve your chances of hunting or fishing success in ways the public could not.

Do not take any action that would result in your private financial benefit, your relative, or benefit any family member or any business with which you, your relative, or any member of your household is associated. Do not participate, in the course of your employment, in matters in which you, your relative, or your family or business associates have a substantial financial interest.

When making a speech or answering questions as part of a scheduled program for a reception, meal or meeting, you may be eligible for a food or beverage gift exception since you would be

performing your official public duties. This exception applies to group meetings, such as Association type meetings, where all members of an organization are invited, the event is publicized, and open to the public. Additionally, staff members accompanying a public official conducting ceremonial duties (including a speaking part) may also attend if you are performing your official public duties.

When relocating from one address to another address, you may use a department address for your personal mailing address with authorization by your supervisor, not to exceed sixty (60) days. Use of department address on your driver's license is not allowed.

You cannot apply for or participate as a hunter or tag holder in any emergency hunt or in any unanticipated hunt. This does not apply to contract service providers.

You cannot purchase Controlled Hunt tags available on "first come, first served" basis from an ODFW office or facility.

If you believe a potential conflict of interest might exist, you must make a written report through your supervisor to the Human Resources Division requesting a review of the matter. The report shall include a full disclosure of the circumstances and the amount of compensation, service or gifts to be gained, if any. Upon receipt of the report, the Human Resources Division in consultation with the appropriate Region Manager/Division Administrator shall evaluate the matter and make a determination. You must receive written approval from the Human Resources Division before commencing with the arrangement.

You may function as an unpaid and voluntary officer or board member where a nexus exists with the ODFW provided you receive approval from the supervisor, and do not act as a representative or committee member of the organization involved in any department job-related matter, such as the negotiation of contracts, disputes and/or claims between the organization and the department.

Any employee who is an appointed public official serving on a board or commission shall announce publicly the nature of the potential conflict prior to taking any official action. If there is an actual conflict of interest, the employee must announce publicly the nature of the actual conflict and refrain from participating as a public official in any discussion or debate on the issue out of which the actual conflict arises or from voting on the issue (unless there is a minimum number of votes required to take an action).

8. Use of Property

You shall not use state time, personnel, facilities, postage, supplies, equipment (e.g., copiers, printers, fax machines, cell phones, pagers, tools, machinery, materials, shop supplies and vehicles) for personal use except as specifically authorized in policy or collective bargaining agreement. Agency landline phones may be used for brief and limited local and toll-free telephone calls. Personal long distance phone calls are not allowed.

You are responsible to ensure security controls are fully utilized for the protection of the information assets (physical or electronic) from accidental disclosure, unauthorized access, modification, misuse, loss, or corruption while the data asset is in the processes of preparation, transportation, receiving, and final delivery to the designated recipient (Refer to [ISD_630_01, Security of Information Systems](#) and [ISD_630_03, Transporting Information Assets](#)). Controls are specific to the asset's classification (Published, Limited, Sensitive, or Secure -- Refer to [ISD_620_02, Information Asset Classification](#)) and may also include specific handling documentation as defined in written processes, procedures, or policy.

You may use state computers, PDAs, or any electronic devices connected to ODFW systems, internet and electronic mail access, only as specifically authorized in policy or collective bargaining agreement. (Refer to ISD_610_01 Policy, Acceptable Use of State Information Assets). Use of state information, computer systems and devices, including but not limited to internet and electronic mail accounts, and department property will be monitored by the employer to determine compliance of employees with this policy. Misuse or abuse of the Department's resources, including electronic equipment, will not be tolerated.

9. Political Activity

You shall not solicit any money, influence, service or other thing of value or otherwise promote or oppose any political committee or promote or oppose the nomination or election of a candidate, the gathering of signatures on an initiative, referendum or recall petition, the adoption of a measure or the recall of a public office holder while on the job during working hours.

10. Secondary Employment

You may only accept secondary employment outside your employment with the department provided the employment does not create a conflict of interest or interfere with your ability to effectively perform your duties. You may perform work for pay if:

- a. You do not engage in activity on the ODFW job which relates directly or indirectly to the accomplishment of the other job or occupation.
- b. You do not engage in any unethical practices, thereby subjecting to question your qualifications or abilities to meet your job requirements for conducting the public business.
- c. You do not perform work for private gain or another employee's private gain while using state equipment or receiving state pay.
- d. You are not being compensated for services provided where such services constitute a part of your responsibility as a state employee.

Examples of secondary employment which may create conflicts of interest include but are not limited to:

- Income from guiding fishers or hunters, commercial fishing/clamming, buying or selling fish or bait, or fur dealing when the activity is conducted in the geographical area in which the employee has some responsibility for influencing decisions regarding the resource and enactment of regulations;
- Income received from any product developed or service performed on department time, including photography, written material and art work;
- Income from any consultation activity designed to influence commission decision, department policies, or other agencies' policies, where the department is involved in influencing their decisions;
- Income received from the sale of goods or materials while on department time, including animal parts.

Any request to work for another state agency shall be submitted to the Human Resources Division, which will coordinate with the potential second state agency employer to comply with State Policy 20.005.20 and HR Policy 420_04, Fair Labor Standards Act, to avoid any potential overtime liability.

III. PROCEDURES

All new and returning employees shall be given a copy of the policy and the policies referred herein, an opportunity to read and ask questions, and shall sign the Code of Conduct Certification (below). A copy of the signed Code of Conduct Certification will be sent to the Human Resources Division for placement in the employee's personnel file.

Code of Conduct Certification:

By my signature, I certify that I have read the Code of Conduct and each of the policies referenced within, and have been given an opportunity to ask and to receive answers to any questions I might have concerning the provisions. I understand the provisions of these policies as they apply to my employment with the Oregon Department of Fish and Wildlife. I also understand that agency policies are periodically updated and revised, and that I am expected to be knowledgeable of changes and remain accountable to the latest provisions. The current version of ODFW policies may be found on the ODFW webpage (<http://www.dfw.state.or.us/>).

This form shall be retained in my official personnel file.

Employee Signature

Date