



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Code of Ethics for Governmental Services	AUTHORIZED BY:
POLICY : C-5	PAGE: 1 of 2
ISSUED: January 12, 1987	REVISED: February 1, 1994

I. General Statement

In order to provide guidance to Office of Administration employees for compliance with the "Code of Ethics for Governmental Service" as adopted by the Missouri General Assembly and Executive Order No. 92.04 issued by the Governor, the Office of Administration adopts this policy.

II. Guidelines

A. All employees of the Office of Administration shall avoid any action that might result in or reasonably be expected to appear that the employee has:

Used his/her official position for private gain;

Given inappropriate preferential treatment to any person or entity;

Lost his/her independence or impartiality in decision-making;

or any other action which might adversely affect public confidence in the integrity of the department.

B. Employees are to comport themselves in accordance with these guiding principles at all times. Any employee found to be in violation of this policy shall be subject to discipline up to and including dismissal, dependent upon the nature and severity of the violation. Standards of conduct relating to specific circumstances are as follows:

1. An Office of Administration employee shall not knowingly engage in any activity nor receive or retain any direct or indirect financial or personal interest that places him/her in a position of conflict between his/her private interest and the interest of the public.
2. An Office of Administration employee shall not use nor disclose, directly or indirectly, confidential information obtained in the course of or by reason of his/her employment or official capacity with the intent to or the actual result of financial or personal gain for the employee, or any other person or entity with which the employee may be associated.
3. An Office of Administration employee, his/her spouse, minor child or household members shall not solicit any gratuity nor accept any unsolicited gratuity of significant value from any person or entity which may benefit in any manner from the employees' official capacity with the state when such gratuity has the appearance of, intent to or results in influencing the employees official actions. Gratuity shall include any gift, favor, entertainment, hospitality, loan, any other tangible item, and any intangible benefit, such as a pass or discount except when such pass or discount is provided on an open and public basis to all state employees.



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4. Employees may accept meals or refreshments at meetings or conferences where the state or the employee has paid a fee for attendance. An Office of Administration employee may accept meals or refreshments provided to all attendees at meetings, promotional gatherings, training sessions, or gatherings of public interest. An employee should not otherwise accept meals or refreshments of significant value paid for or provided by vendors or others, unless to refuse would be socially awkward, in which case the employee may accept the meal or refreshment but must report the acceptance to his/her division director.
 5. An Office of Administration employee may not engage in commercial solicitation during working hours on behalf of him/herself or any other during working hours. Solicitation for charitable or educational purposes may take place during breaks and lunch hours. An Office of Administration employee may post; the availability of personal property for sale on an office bulletin board designated for that purpose without violating this policy.
 6. An Office of Administration employee shall not directly or indirectly use, take dispose of or allow the use, taking or disposal of state property or equipment of any kind for any purpose other than official state business, including sanctioned public service activities. An Office of Administration employee shall not willfully or neglectfully damage state facilities, property or equipment. All work product created and produced an Office of Administration employee within the cope and course of his/her employment is the property of the department and the employee shall not claim copyright or any other ownership benefits adverse to the state.
- C. It is expected and intended that employees will exercise good judgment in conforming to these standards. However, recognizing that many situations in which employees find themselves may not fit easily into these categories, employees are encouraged to ask questions of their supervisors and when in doubt secure permission from their division director before taking a questionable action.