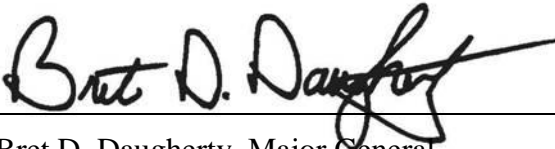




## Department Policy No. HR-207-03

<b>Title:</b>	Ethics
<b>Former Number:</b>	03-201
<b>Authorizing Source:</b>	RCW 42.52 WAC 292-110
<b>Information Contact:</b>	Human Resources Director, Agency Ethics Advisor Building # 33 (253) 512-7941
<b>Effective Date:</b>	March 4, 2003
<b>Mandatory Review Date:</b>	February 12, 2023
<b>Revised:</b>	February 12, 2019
<b>Approved By:</b>	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

### Purpose

The purpose of this policy is to outline the general guidelines for permissible and prohibited uses of all state resources by Washington Military Department (WMD) employees. This policy has been approved by the State Executive Ethics Board.

### Scope

This policy applies to all WMD state employees and members of the Washington National Guard while in state active duty status.

### Policy

**All WMD employees** are expected to know and adhere to applicable ethics laws and policies and to responsibly use state resources, including funds, facilities, tools, property, and their time. All employees will complete ethics training during new employee orientation, review the ethics policy annually, and retake agency-approved ethics training every five years.

Employees should notify their supervisors of any actual or potential violations of this policy. When in doubt, employees should consult with their supervisors and/or the Agency Ethics Advisor. The Agency Ethics Advisor will assist in the identification and resolution of potential problems and interpretation of ethics-related laws and policies.

Detailed information on issues related to state ethics including interpretations and clarifying examples of RCW and WAC, is available at the Executive Ethics Board's website: <https://ethics.wa.gov/>

**The Agency Ethics Advisor** is designated by The Adjutant General to educate employees about state ethics laws, rules and policy; be a resource for ethics questions, and coordinate responses to all suspected ethics violations.

**The Executive Ethics Board** has authority and responsibility for investigating alleged violation(s) of the State Ethics Law and may take punitive action against the employee, in addition to any corrective/disciplinary action taken by the WMD, if violations occur. Ethics-related complaints may also be filed directly with the Executive Ethics Board at the following address:

Executive Ethics Board  
Post Office Box 40149  
Olympia, WA 98504-0149

Employees who file an ethics complaint with the appropriate ethics board shall also be afforded the protection to a whistle bower under RCW 42.40.050 and RCW 42.40.910. The identity or identifying characteristics of an employee filing a complaint with the Ethics Board is always confidential unless the employee consents to disclosure by written waiver or by acknowledging his or her identity in a claim against the state for retaliation.

## **Guidelines**

The permitted uses of state resources are for official state purpose and Agency-approved activities. "Official state purpose" includes use of state resources to conduct official duties, activities reasonably related to the conduct of official state duties, activities related to state employment, and activities otherwise allowed by statute. Examples of official state purposes include:

- Training and career development approved by the employing agency under RCW [41.06.410](#);
- Membership or participation in professional associations that enhance job-related skills of the state officer or employee, so long as use of state resources for this purpose has been authorized in writing;
- State or agency sponsored health, safety, or diversity fairs;
- Management of or access to state-provided or state-sponsored benefits, including health, deferred compensation, insurance, retirement, and the employee assistance program; Searching and applying for state jobs, including taking an examination or participating in an interview; and

- Placement of nongovernmental web page links on an agency web site for official state purposes as long as the use does not violate RCW [42.52.180](#).

Participation in other Agency-approved activities include:

- Supporting or promoting charitable activities.
- Recognizing employees (birthday, retirement, or similar activities)
- Supporting the agency's ability to continuously improve performance.
- Agency-sponsored intermittent activities such as Wellness Fairs.

Employees are permitted de minimis use of state resources for personal use. A state officer or employee's use of state resources is de minimis only if each of the following conditions are met:

- There is little or no cost to the state;
- Any use is brief;
- Any use occurs infrequently;
- The use does not interfere with the performance of any state officer's or employee's official duties;
- The use does not compromise the security or integrity of state property, information systems, or software;
- The use is not for conducting an outside business, in furtherance of private employment, or to realize a private financial gain; and
- The use is not for supporting, promoting the interests of, or soliciting for an outside organization or group.

**Employees who violate ethics laws, rules or this policy may receive corrective or disciplinary action up to and including termination.**