



## State of Tennessee - Code of Conduct

### Policy:

Employees of the State of Tennessee are expected to act in a manner that will enhance the name, service and general impression of the State in the eyes of the general public. This Code of Conduct provides general rules of conduct based on fundamental ethical principles. Employees shall also uphold the ethical rules governing their professions as well as comply with departmental and State ethics policies. No Code of Conduct can provide the absolute last word to address every circumstance. Therefore, employees are expected to use sound judgment in all of their conduct and ask for help when needed.

Failure to comply with this Code of Conduct and any other policies which may be specific to the employee's organizational unit may subject the employee to disciplinary action in accordance with the Department of Human Resources Rules and Regulations.

All employees are required to read and sign this Code of Conduct before assuming their job responsibilities.

### Code:

1. Employees shall conduct themselves in a manner that creates and maintains respect for their work sites, fellow employees and customers, their respective agencies or departments and the State of Tennessee. All employees are expected to treat others with respect, courtesy and dignity and conduct themselves in a professional manner. Violence, threats or intimidation against others is prohibited. Employees shall comply with the Department of Human Resources policy on Violence in the Workplace (Policy 12-060) and any applicable agency policies.
2. Employees shall act with honesty and integrity, and avoid situations that involve conflicts of interest. Employees should strive to provide impartial quality service to those with whom they interact, including customers and fellow employees, and avoid providing preferential treatment to any individual or organization. Employees shall comply with their agency's code of ethics, if any, as well as Governor Haslam's Executive Order No. 20 concerning ethics and disclosures.
3. The consumption of illegal drugs or narcotics or the abuse of any drug or narcotic is strictly prohibited at all times. Use of alcoholic beverages or being under the influence of alcohol while on duty or immediately prior to reporting for duty is strictly prohibited. Employees shall comply with their agency's drug free workplace and drug testing policies, if any.