
PARDON AND PAROLE BOARD

Policy 104 – Code of Conduct

POLICY

It is the policy of the Pardon and Parole Board (PPB) that all employees are expected to conduct themselves in accordance with the PPB's core values of service, integrity, and quality and to comply with federal and state laws, rules and regulations, and all policies of the PPB. Employees shall avoid actual breaches of ethics as well as the perception of unethical behavior.

Employees shall fulfill the duties of employment and shall behave at all times in a manner befitting the position the employee holds. Employees shall devote full time, attention, and effort to their assigned duties during work hours.

Employees shall not, directly or indirectly, ask, demand, exact, solicit, seek, accept, assign, receive, or agree to receive anything of value for the employee or for any other person or entity, in return for being influenced in the performance of an official act; Employees shall not commit or aid in committing, collude, or allowing fraud, on a governmental entity; Employees shall not perform or fail to perform an act in violation of the employee's official duty.

Employees shall not engage in any inappropriate relationships or activities with other employees that compromise a professional working relationship.

It is not possible to draft a code of conduct policy that answers every question, nor is it possible to eliminate every gray area of interpretation. An employee shall identify any personal conduct or interest that might possibly be criticized as a violation of the PPB's Code of Conduct and communicate it with the supervisor and/or the Executive Director, the Deputy Director, or the Staff Attorney, who will interpret the policy and advise the employee. Conduct that violates the spirit of this policy will not be tolerated merely because an employee states later that he or she did not think the conduct was wrong or technically in violation of this policy. Misconduct including, but not limited to, the violation of any PPB rule or policy, will not be tolerated and may result in disciplinary action, up to and including termination.

Established: June 13, 2016
Revised: August 13, 2018