

Policy: Ethics 1.3.1**Ethics: Complying with Ethics Requirements****Subject matter expert:** Ethics Advisor, Director's Office Division**Effective date:** 5/29/2018**Next review date:** 5/29/2021**Reference:** RCW 42.52
WAC 292**Accompanying procedure:** None

This policy applies to all Department of Licensing (agency) employees.

Policy**1. The Director will designate a agency Ethics Advisor.**

The Ethics Advisor will:

- Educate employees about state ethics laws, rules, and policy.
- Be a resource for ethics questions.

2. Employees will review this policy annually and complete ethics training.

New employees will:

- Read this policy during new employee orientation.
- Complete agency approved ethics training within one month of hire.

All employees will:

- Review this policy annually.
- Retake agency approved ethics training every five years.

3. Employees will follow state ethics laws and rules.

This includes laws about:

- Engaging in activities that create a conflict of interest. (RCW 42.52.020)
- Accepting gifts (RCW 42.52.140) and (RCW 42.52.150).
- Misusing state resources. (RCW 42.52.160)

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- Giving special privileges to anyone, whether for compensation or not. (RCW 42.52.070)
- Receiving payment or benefit from a source other than the State of Washington to perform or fail to perform official duties. (RCW 42.52.110)
- Disclosing confidential information to any person not entitled to receive the information. (RCW 42.52.050)
- Intentionally withholding public records when statute, case law or rule requires the release. (RCW 42.52.050)

4. Employees will properly use state resources, including funds, facilities, tools, property, and their time.

Proper use of state resources include:

- Conducting official job duties or activities as law allows.
- Participating in supervisor approved training and career development.
- Participating in professional associations that enhance job skills when their supervisor authorizes the use in writing.
- Participating in state or agency sponsored health, safety and diversity events or activities.
- Searching and applying for **state jobs**, taking examinations or participating in interviews.
- Participating in other Director-approved activities that:
 - Support or promote charitable activities.
 - Recognize employees (birthday, retirement, or similar activities).
 - Support the agency's ability to continuously improve performance

Employees **will never** use state resources:

- For outside business, private employment, or private benefit.
- For political campaigns. (RCW 42.52.180)

5. Employees may only make de minimis use of state resources for personal reasons. (WAC 292-110-010).

6. Employees will never misrepresent the agency's business or their authority.

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7. Employees will report suspected ethics violations.

Employees will report any suspected violation to at least one of the following:

- Supervisor
- Agency Ethics Advisor
- An Appointing Authority
- Internal Audit Manager
- Human Resources Assistant Director
- Agency Risk Manager
- Agency Deputy Director
- Agency Director

Employees may **also** report suspected ethics violations to the Executive Ethics Board. Employees who report ethics violations to the Executive Ethics Board will receive whistleblower protections. (42.52.410)

8. The Ethics Advisor will coordinate responses to all suspected ethics violations.

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

Definitions

Appointing Authority: an individual authorized to appoint, transfer, layoff, reduce, dismiss, suspend or demote employees.

De minimis: Includes any use that:

- Has little or no cost to the state.
- Is brief.
- Occurs infrequently.
- Does not interfere with the performance of the employee's official duties.
- Does not compromise the security or integrity of state property, information systems, or software.
- Is never to conduct an outside business, private employment, or private financial gain.
- Is never to support, promote the interests of or solicit for an outside organization or group.

X

Pat Kohler

Director signature

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