

Title: Using State Resources, Equipment and Facilities	Number: 4.1.1
Contact Person's Title: Human Resources Director	Sponsoring Division: Human Resources
Phone Number: 360-704-5730	References: Administrative Policy 6.4.4, Using IT Resources Administrative Policy 5.9.2, Managing Cellular Devices and Long Distance Service RCW <u>42.52</u> , Ethics in Public Service
Effective Date: August 28, 2017	
Approved: Vikki Smith, Director	
Applies to: All Employees	

Purpose

This policy outlines use of state resources so that Revenue employees understand the importance of adhering to high ethical standards in the stewardship of state resources.

Acceptable Use of State Resources

The following are permitted uses:

- Use of state resources that is reasonably related to the conduct of official state duties, or which is otherwise allowed by statute.
- The Agency Director or designee may authorize a use of state resources that is related to an official state purpose, but not directly related to an individual employee's official duty.
- Revenue may authorize a specific use that promotes organizational effectiveness or enhances the job-related skills of a state employee.
- Employees may make an occasional but limited personal use of state resources 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 the employee's official duties.
 - The use does not compromise the security or integrity of state property, information or software.

Prohibited Use of State Resources

The following uses of state resources are prohibited:

- Non-work related purchasing, ordering, or bidding for goods or services.
- Discriminating on the basis of age, sex, marital status, race, creed, color, national origin, sensory, mental or physical disability or sexual orientation.
- Viewing, storing, disseminating, or soliciting offensive or harassing materials, statements or images that:
 - Degrade others based on race, national origin, sex, sexual orientation, age, disability, and religious or political beliefs.
 - Incite violence.
 - Describe or promote the use of weapons or devices associated with terrorist activities.
 - Contain sexually explicit content, content with nudity or erotica.

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Date: 11-17-17

- Failing to honor copyright laws regarding protected commercial software and/or intellectual property.
- Promoting any illegal or unlawful activity.
- Promoting activities that are incompatible with a professional workplace, such as, but not limited to, gambling, gaming, non-Revenue business activities.
- Advocating personal political beliefs including, but not limited to:
 - Ballot propositions.
 - Initiative campaigns.
 - Political candidates.
 - Other political activities or interests.
- Conducting an outside business.
- Supporting, promoting, or soliciting for an outside organization or group unless provided for by law or authorized by the Director.
- Unauthorized access or use of federal, state, or agency systems. This includes, but is not limited to:
 - Subscriptions to third party services (e.g., Accurint, Westlaw).
 - Personnel and payroll systems.

De Minimis Use of WiFi

Employees may make de minimis use of a personal device using the WiFi guest network during work breaks or lunch breaks or before/after working hours.

The WiFi guest network is a state resource and its use is subject to the Ethics in Public Service Act, RCW 42.52, agency policies and other applicable rules. This means that prohibited actions such as purchasing and gambling are not permitted using state resources.

Using State Resources for Personal Benefit or Gain is Prohibited

Employees must not use state resources, including funds, equipment, supplies, facilities or employee work time for private benefit or gain of the employee or any other person.

These items are for official use only....	Except when...
Long distance and wireless calls using agency equipment.	An employee must make a brief personal call when in travel status or when his/her shift is changed by Revenue without prior notice.
State vehicles.	
Revenue letterhead and envelopes.	
Office supplies, state computers, copy machines, audio-visual equipment, fax machines, etc.	<p>An employee uses state computers, other equipment, and paper to complete applications for state employment.</p> <ul style="list-style-type: none"> • The use of equipment, paper and the amount of state time to complete an application for state employment must meet the de minimis standard. • Personal use of the computer for this purpose must be brief, infrequent, with little or no cost to the state and should not interfere with the performance of the employee's official duties. • The ability to use state resources for this purpose is at

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Date: 11-17-17

	the discretion of the supervisor based on current business needs.
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Revenue offices must not accept deliveries of personal mail.

Employees must not make private use of state property designated for surplus even if there is no direct cost to the State.

Restricting Public Access

Public access to employee work cubicles and offices containing visible confidential customer information, confidential payroll records, or confidential employee files must be restricted. Employees must ensure that confidential information is not visible or accessed by any non-Revenue employees.

Scheduling Lunch Rooms and Conference Rooms for Non-Work Employee Activities

Lunchrooms and conference rooms are available for non-work related employee activities during the office location's regular business hours.

All non-work related requests must be scheduled through a manager and must take place during lunchtime and breaks.

The availability of conference rooms will be based on whether or not the conference room is already scheduled for Revenue business.

Activities must not support any personal gain of a commercial nature.

Posting Written Communication Unrelated to Work

Written communications unrelated to agency work concerning participation in non-agency work activities, and solicitations for approved charitable events, are limited to conference rooms, lunch rooms, common areas, and break areas.

All documents must be non-partisan in nature and must not offer any promise of benefit or threat of reprisal for participating or not participating in the activity.

Revenue management may remove any document of an offensive or inappropriate nature. Examples of inappropriate materials are pamphlets or other sales/product information that may result in personal gain. Examples of acceptable items are non-profit organizational fund raising items.

Using Bulletin Boards

Bulletin boards are for Revenue purposes as approved by Revenue management unless the bulletin board, or a part of the bulletin board, has been designated for use by the certified exclusive representative in accordance with CBA Union Activities – Bulletin Board Article.

Responsibilities

Managers and Supervisors	<ul style="list-style-type: none"> Ensure their employees are held accountable for following the policy.
Employees	<ul style="list-style-type: none"> Understand and abide by the rules in this policy.

Definitions

Personal Benefit or Gain	<ul style="list-style-type: none"> Refer to Administrative Policy 2.1.2, Conflict of Interest and Administrative Policy 2.8.4, Outside Business Activity and Employment.
State Resources	<ul style="list-style-type: none"> State owned or leased office buildings, equipment, vehicles, supplies, telephones, smartphones, cellular service, state long distance services. Information Technology resources listed in Administrative Policy 6.4.4, Using IT Resources.

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Date: 11-17-17

WiFi Guest Network	<ul style="list-style-type: none"> • Access to the Internet via a WiFi hotspot provided at some office locations. This is not a secure network.
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Other Laws and Related Resources

WAC 292-110-010(3), Use of State Resources.
 Administrative Policy 2.3.2, Sexual Harassment
 Administrative Policy 4.3.2, Use of Vehicles for State Business
 Administrative Policy 4.1.5, Fundraising
 Ethics Questions and Answers

Administrative Policy History

Revised August 28, 2017- Added reference to Administrative Policy 5.9.2, Managing Cellular Devices and Long Distance Service; changed SCAN Service to state long distance services; Revised definition of State Resources to include smartphone.
 Revised April 1, 2016 moved section regarding protecting CTI to Administrative Policy 7.1.1; moved section regarding visitors to work areas and conference rooms to Administrative Policy 6.3.1, Managing Building Security; added guest network information; placed in standard table format; added responsibilities, definitions, other laws and related resources.
 Revised April 7, 2008
 Revised February 14, 2005
 Revised August 5, 1999
 Revised May 21, 1997
 Revised November 1, 1995
 Revised February 1, 1994
 Revised April 27, 1992
 Created April 15, 1986

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