



In accordance with System Policy 7.01 *Ethics*, TEES is committed to providing our highest standard of performance and to embracing the principles of honesty, accountability, respect and trust.

If you are uncertain if an issue may be considered a conflict of interest or unethical conduct, you should disclose the matter to your supervisor.

## PRINCIPLES OF ETHICAL CONDUCT

System Policy 7.01

- ◆ use System resources for work purpose intended
- ◆ honesty
- ◆ do not make unauthorized commitments or promises
- ◆ employees shall not use public office for private gain
- ◆ integrity
- ◆ report fraud, waste and abuse
- ◆ protect and conserve system resources
- ◆ accountability

## *Nepotism - System Policy 33.03, Section 4.1*

In an effort to avoid any potential or actual conflict of interest, organizational units may employ individuals who are related as spouse, parent-child, or sibling provided that neither relative has responsibility for direct or indirect supervision of the other, or authority over any term or condition of the other's employment, including salary or wages. If either of these conditions exists the employment must be authorized by the CEO.

## RELATIONSHIP DISCLOSURE

Employees are to disclose relationship with any A&M System employee that is within the 3rd degree by consanguinity (blood) or within the 2nd degree by affinity (marriage). Disclosure is required upon employment and as needed due to a change in relationship or employment of the relative.

### Reporting Fraud, Waste and Abuse

A&M System Risk & Misconduct Hotline 1-888-501-3850

<https://secure.ethicspoint.com/domain/media/en/gui/19681/index.html>

## *Benefits, Gifts & Honoraria - System Policy 7.04*

As a state employee you may be required to travel to conduct work related business. Only official business qualifies for travel reimbursement. Use of System vehicles, aircraft and state credit cards may be used only for legitimate, business-related expenses.

**Reimbursement:** You can receive the current maximum allowed by law for travel and meals in state.

You may not file for travel reimbursements

from the A&M System for trip expenses that were paid by someone else.

### SECTION 2

AN HONORARIUM

MAY BE ACCEPTED

IF PARTICIPATION

IS BASED ON YOUR

EXPERTISE AND

SKILLS NOT YOUR

EMPLOYMENT WITH

THE A&M SYSTEM.

To protect your integrity, and that of the A&M System, do not ask for, accept, or agree to accept gifts if you are a decision maker and the giver is likely to benefit from your decision.

Employees shall not solicit, any gift, favor or service that might reasonably tend to influence the employee in the discharge of official duties.

Under certain circumstances, you may accept a gift.

- Meals, entertainment, lodging, or transportation, if the giver accompanies you.

- Items having a value of less than \$50.
- Plaques and other recognition awards.
- Any benefit received in the course of official business having a value of more than \$250 must be disclosed.





### Use of System Resources - System Policy 33.04

System property belongs to the public and should be used for public service. However, the legislature and Texas Ethics Commission have recognized that some things can be used by state employees without harming the interest of the public.

This may include use of library books, recreational facilities, and other things that have a long established history of usage for personal enjoyment or benefit.

Incidental use of resources for personal purposes must not: cause additional expense to the system, impede normal business functions, be

used to compete unfairly with private sector entities or consultants, used for non-approved private commercial purposes, illegal activity or to access, store or transmit obscene materials.

System vehicles are to be used for business purposes.



**YOUR TIME AT WORK IS TO BE SPENT ON WORK RELATED TASKS**

### Conflicts of Interest - System Policy 7.03, Section 1.2

A conflict of interest exists when a decision made as part of your job may potentially benefit you, your family members or friends.

Employees who exercise discretion with regard to the investment of funds under the control of the system shall file an Annual Financial Disclosure Report.

### Political Activities - System Policy 7.03, Section 3

If you wish to become a candidate for other than local public office you must obtain prior approval for an unpaid leave of absence until the final election is over and, if elected, you will be deemed to have automatically resigned with employment ending when you assume the elected office.

You may not use your official authority or influence to affect the results of an election or nomination of a candidate.

You may run for election and serve as a member of governing bodies of school districts, cities, or counties; however, you may not receive a salary if elected and campaign activities may not be conducted during work time.

Personal contributions to candidates for office and political organizations may be made with the exception of services or money for

### Outside Employment & Consulting - System Policy 31.05

Under certain circumstances you may hold another job or run a business outside of your official position. The activity must be disclosed and certain conditions met:

Permission is requested and approved in advance.

The external employment must not interfere with work responsibilities.

Research performed in connection with the external employment will be conducted in an objective and scientific manner, in accordance with the highest ethical standards.

As outlined in System Regulation 33.04.01, *Use of System Resources for External Employment*, work time or resources may not be used in support of external employment activities.

APPROVALS FOR EXTERNAL EMPLOYMENT MAY BE GRANTED FOR UP TO ONE FISCAL YEAR AND NEED TO BE RESUBMITTED ANNUALLY.

### MANDATED TRAINING

State of Texas employees are mandated by law to complete ethics training upon employment and every two years thereafter. Training is offered online in HRConnect via Single Sign On

<https://sso.tamus.edu>

use in the campaign for speaker of the Texas House of representatives.



**KNOW AND UNDERSTAND THE POLICY**

### QUESTIONS

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