

Staff Code of Conduct/Ethics

1. Purpose

Public confidence in the integrity of John R. Hay House Inc. demands that all personnel demonstrate the highest ethical standards at all times. Those who serve the courts, the community and offenders should do so with integrity and honesty, and should discharge their duties in an independent and impartial manner.

2. Code of Ethics

All HHSE personnel shall:

(A) Shall serve the community and target population with respect, concern, courtesy and responsiveness;

(B) Shall demonstrate the highest standards of personal integrity, truthfulness and honesty and shall through personal conduct inspire public confidence in the Agency;

(C) Shall not use their position to bestow any preferential benefit on anyone for gifts or personal gain.

(D) Shall not disclose or use or allow others to use confidential information acquired by virtue of employment for private gain;

(E) Shall not accept any compensation, gift, payment of expenses or any other thing of value which would influence him or her to depart from the faithful and impartial discharge of his or her duties;

(F) Shall not accept any compensation, gift, payment of expenses or any other thing of value as a reward for action taken;

(G) Shall not engage in outside employment unless: (1) the outside employment is disclosed to the Director or, in the case of an employee, the employee's immediate supervisor; and (2) the outside employment does not interfere with the performance of duties and does not exceed 10 hours a week.

(H) Shall not use Program time, property, equipment or supplies for private gain.

(I) Shall not knowingly engage in any activity or business which creates a conflict of interest or has an adverse effect on the confidence of the public in the integrity of government;

(J). Sexual Misconduct: Any behavior or act of a sexual nature, directed toward anyone by another person. Sexual misconduct includes, but is not limited to: acts, threats, requests for sexual acts, or attempts to commit acts such as sexual harassment, sexual contact, obscenity, behavior of a sexual nature or implication of the same, inappropriate sexual comments, taking or soliciting photographs/pictures of a person's nude breasts, genitalia or buttocks, indecent

exposure, invasion of privacy for sexual gratification, sexually harassing comments or language, inappropriate touching or incident

IV. PROCEDURES

A. Staff, offenders, and their families shall be treated professionally, regardless of age, sex, race, national origin, sexual orientation, religious affiliation, disabilities/handicaps or offenders' criminal history.

B. Excessive physical force or verbal abuse of offenders by staff will not be permitted, nor will physical/verbal force be used beyond that necessary to control an offender or to enforce legitimate and legal commands.

C. Staff will not exchange special treatment or favors or make threats for information from offenders.

D. Staff may not knowingly maintain social, emotional, sexual, business, or financial associations with current offenders, former offenders, or the family and/or friends of offenders. Prohibited activities include, but are not limited to: telephone calls, letters, notes, or other communications outside the normal scope of employment.

1. Staff shall not directly or indirectly give to or accept from any offender, or member of the offender's family, anything in the nature of a gift or promise of a gift.

2. Staff shall not wager or engage in any unauthorized game, contest, or sport with any offender.

3. During the performance of their duties, or as representatives of HHSE, staff may not sign any petition, letter, affidavit, or recommend in any way to the courts or representatives of the courts, leniency, pardon, probation, parole, or any other form of criminal case disposition on behalf of an offender.

4. Any exceptions to the above, or when these individuals are immediate family members of the staff person, must be approved in writing by the Directors Office. Relationships include:

a. The staff with an offender.

b. The staff with a family member of an offender.

c. A family member of the staff with an offender.

d. A family member of the staff with family member of an offender.

E. Horseplay between staff, or staff and offenders, is prohibited. Horseplay includes, but is not limited to: wrestling, pushing, chasing, or practical jokes.

F. Staff shall not discuss with offenders their personal lives or another staff's personal life.

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- G. Staff are prohibited from aiding or abetting an absconding. Staff are under a duty to report any information regarding evidence of plans to abscond, or actual absconding immediately.
- H. Staff shall not bring into or carry out of a facility any items for offenders. The introduction of any items of contraband into any HHSE property is prohibited and may be criminally prosecuted.
- I. All items received or purchased for offenders, or given to offenders, will be through officially sanctioned and HHSE documented channels and will have prior approval of the Director.
- J. Professional relationships with colleagues will be of such character as to promote mutual respect, assistance, consideration, and harmony within HHSE and with other agencies.
- K. Dating/romantic/sexual relationships between a supervisor and staff or when the supervisor is in a position to influence the employment status of the staff member, is prohibited.
- L. Supervisors shall not accept gifts, money, or favors from staff under their supervision. Minor value gifts (e.g., Christmas, birthday, retirement) or collections for flowers or gifts are permitted.
- M. Staff shall avoid situations which give rise to direct, indirect, or perceived conflicts of interest.
- N. Any action on or off duty on the part of HHSE staff that jeopardizes the integrity or security of the Agency, calls into question the staff's ability to perform effectively and efficiently in his/her position, or casts doubt upon the integrity of the staff, is prohibited. Staff will exercise good judgment and sound discretion.
- O. Gambling is not allowed on HHSE premises or while on duty. Illegal gambling is prohibited at all times.
- P. Staff will not accept any gifts, presents, subscriptions, favors, gratuities, or promises that could be interpreted as seeking to cause staff to compromise their official duties. Staff will not accept private or special advantage from their official status as HHSE staff. HHSE credentials, uniforms, identification cards, or badges may not be used to coerce, intimidate, or deceive others or obtain any privilege or article not otherwise authorized in the performance of official duties.
- Q. Uniforms or identifiable portions thereof, are not to be worn outside HHSE for recreational purposes, outside employment, in any business serving alcohol as a main source of income, during any political campaign, or while purchasing or publicly consuming alcohol.
- R. When staff leave the employment of the HHSE, all uniform pieces originally issued by the HHSE are to be returned for appropriate disposal. Uniforms shall not be given or sold to non-HHSE agencies or employees.
- S. Staff shall not bear false witness against other staff or offenders.

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T. Staff will not engage in acts of corruption, bribery, indecent, or disorderly conduct, nor will staff condone such acts by other staff.

U. Staff will not knowingly associate or deal with persons who are known or suspected to be involved in illegal activities.

V. Staff shall neither falsify any HHSE documents nor willfully depart from the truth, either in giving testimony or in connection with any official duties or official investigation.

W. During the course of an official investigation, staff shall cooperate fully by providing all pertinent information that they may have. Full cooperation involves responding to all questions and providing a signed Program documents or affidavit, if requested.

X. Staff shall politely give their names and assignments when requested to do so, unless such action is likely to jeopardize the successful completion of an assignment.

AA. Staff shall not interfere with any legal investigation or fact-finding process, nor with the operation of any other work unit of HHSE Staff are prohibited from attempting to hinder or influence, in any manner, the testimony or information to be given by any witness, or potential witness, in an investigation or administrative proceeding.

BB. Whenever any staff appears in court on HHSE business, staff shall attend punctually and dressed in the appropriately in business attire.

CC. Staff are required to remain fully alert and attentive during duty hours.

DD. Staff shall report within 72 hours to the Administrative Office any change in their address and/or telephone number. If a post office box is used, the “physical” address must also be provided.

EE. Staff are required to report to work at the time scheduled, unless prior arrangements are made with their supervisor. Staff who are too ill to work will provide the supervisor with as much notice as possible, not less than 8 hours prior to their scheduled shift.

FF. There is an obligation to be accountable and efficient in the use of program resources. Staff shall not use or allow the use of HHSE time, supplies, or HHSE - owned or leased property and equipment for their private interests. Loss, misuse, misplacement, theft, or destruction of HHSE property must be reported to the appropriate supervisor immediately. Staff shall not appropriate any lost, found, evidential, offender, or HHSE property to their own personal use.

GG. HHSE Vehicle Usage

1. Staff not possessing a valid Program of Tennessee driver’s license are prohibited from operating a HHSE-owned/leased vehicle. Staff operating such vehicles are charged with and responsible for the safe operation and prompt, accurate, reporting of any accident involving the

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vehicle. Accidents, or mechanical and/or maintenance problems, shall be reported to staff's supervisor by the next working day.

2. Staff assigned vehicles cannot use personal vehicles to conduct official business without prior authorization of the appointing authority, or designee. Staff are not insured by the HHSE while driving personal vehicles on HHSE business.

3. Visitors/non-employees - are not allowed to drive or ride in a HHSE vehicle.

HH. Staff shall comply with and obey all HHSE administrative regulations, procedures, operational memorandums, rules, duties, legal orders, procedures, and administrative instructions. Staff shall not aid, abet, or incite another in the violation of administrative regulations, procedures, operational memorandums, rules, duties, orders, or procedures of the HHSE. Failure to obey any lawfully issued order by a supervisor, or any disrespectful, mutinous, insolent, or abusive language or actions toward a supervisor is deemed to be insubordination.

II. Verbal or physical altercations between staff in the workplace are unacceptable practices. While on or off duty, staff are required to maintain a considerate, cooperative, and cordial relationship toward fellow staff. Any HHSE staff member who becomes aware of threats against non-offenders, or allegations of threats against non-offenders, shall report such to the Director for possible investigation.

JJ. Staff shall not disclose information ranging from personal data concerning staff and offenders to information which would breach security or unduly endanger any person. Staff will not use, or release for use, official information for private purposes. Staff will not remove from files or make copies of records, or HHSE documents, except in accordance with established procedures, or upon proper authorization.

KK. Staff are required to provide complete and accurate information on their employment/promotional application and supporting HHSE documents.

LL. In any public statement - staff will clearly distinguish between those that are personal views and those that are positions on behalf of the HHSE.

MM. Workplace harassment in any form will not be tolerated.

NN. Any behavior of a sexual nature whether verbal, nonverbal, or physical is strictly prohibited. Examples of such acts include, but are not limited to: telling jokes of a sexual nature, making reference to one's sexual life or preference, making suggestions to staff of a personal nature, use of profanity, and offensive touching.

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OO. Displaying, reading, publicizing, or bringing any materials of a sexual nature into the workplace, such as pictures, posters, calendars, graffiti, objects, reading materials, or other materials that are sexually revealing, suggestive, demeaning, or sexually explicit are prohibited.

PP. Acts of sexual misconduct against offenders or retaliation against offenders who refuse to submit to sexual advances is a crime, regardless of consensual nature. All cases will be referred to the Director and if appropriate, the Director will refer to the district attorney for prosecution. Further, retaliation against individuals because of their involvement in the reporting or investigation of a sexual misconduct complaint is prohibited.

QQ. Staff who receive any information, from any source, concerning sexual misconduct or who observe incidents of sexual misconduct, are required and have a duty to immediately report the information or incident directly to the appropriate authority.

RR. Use (including under the influence) of alcohol or illicit drugs, or the misuse of prescription drugs, while on duty is prohibited. Illegal *possession*, manufacture, *use*, sale, or transfer *of a controlled substance is prohibited* and may be subject to prosecution. Failure to submit to a urinalysis/intoximeter or saliva screening, when requested for HHSE drug or alcohol testing, may result in corrective or disciplinary action.

SS. The Director, may require an intoximeter, saliva screening, blood, urine, psychological, or medical examination of HHSE staff, if it is believed that such examination is necessary for the purposes of determining the fitness of the staff member to perform his/her duties or for the safety of other staff.

TT. All staff shall sign the certificate of review and compliance (Attachment “B”) which will be placed in the staff’s permanent personnel record.

ZZ. Any act or conduct, on or off duty, which affects job performance and which tends to bring the HHSE into disrepute, or reflects discredit upon the individual as a HHSE staff, or tends to adversely affect public safety, is expressly prohibited as conduct unbecoming, and may lead to corrective and/or disciplinary action.

AAA. Staff who receive a subpoena to appear in a civil or criminal case will notify their supervisor who will ensure that they are given sufficient time off to appear.

BBB. Staff shall be held responsible for safe keeping of the ID / badge and shall not alter it in any manner. If an ID badge is lost, misplaced, or stolen, it must be reported immediately to the administrative office.

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I, _____, have read and have received a copy of this document and I
_____, fully agree to abide by its content.

Signature

Date

Witness

