



Georgia Department of Education

Policies and Procedures

Policy Title:	<i>Employee Conduct: On-the-Job/Off-the-Job, State Schools</i>		
Policy Number:	<i>SS-2002 Descriptor Code-GBU-1</i>		
Release Date:	<i>10-08-02</i>	Last Revised:	<i>11-22-03</i>

Purpose

To describe the Georgia Department of Education policy in regard to the on-the-job and off-the-job conduct of employees of the three State Schools.

Applicability

This policy applies to all employees at the three State Schools.

Policy

The Department of Education (DOE) shall ensure that everyone entering into public service for the State Schools has the duty to the people of Georgia to maintain the highest standards of integrity in Government.

General Provisions

All personnel shall be familiar with, and faithfully observe all applicable ethics, laws, and regulations, including the following general principles.

1. Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.
2. Employees shall not hold financial interests that conflict with conscientious performance of duty.
3. Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
4. An employee shall not, except as permitted by applicable law or regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.

5. Employees shall put forth honest effort in the performance of their duties.
6. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
7. Employees shall not use public positions for private gain.
8. Employees shall act impartially and not give preferential treatment to any private organization or individual.
9. Employees shall protect and conserve Government property and shall not use it for other than authorized activities.
10. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with office or Government duties and responsibilities.
11. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
12. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those -- such as Federal, State, or local taxes -- that are imposed by law.
13. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, national origin, age, or handicap.
14. Employees shall endeavor to avoid any actions creating the appearance that they are violating applicable law or the ethical standards in applicable regulations.

Any employee that fails to follow all applicable ethics laws and regulations and/or these general principles of conduct, on-the-job or off-the-job, shall be subject to disciplinary action.

**Authority and/or
Cross-Reference**

- O.C.G.A. 20-2-982
- O.C.G.A. 20-2-84.1