



# **MOPH – Ethics**

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# What are Ethics?

- Ethics are moral values which affect personal or professional decisions and actions.
- Ethical conduct means using good judgment and making the right choices.
- The “Standards of Conduct for Employees” defined by policy states how we apply ethics in the workplace.

# General Guidelines

- Employees should conduct themselves professionally at all times to bring credit to MOPH.
- Employees should perform their duties with integrity and accuracy.
- Employees are representatives of MOPH; avoid even the appearance of wrongdoing.
- Severe penalties apply for failure to comply with rules of ethical conduct.

# Standards of Conduct

## **An employee may NOT:**

- accept or solicit any gift, favor, or service that might be intended to influence the employee's discharge of duties or as a benefit for having performed official duties in favor of another person or entity
- release or disclose confidential information to an unauthorized party or participate in an activity that would induce the employee to disclose information acquired through employment at MOPH
- accept other employment or engage in a business or activity that could impair the employee's judgment in the performance of or conflict with official MOPH duties
- make personal investments that create a conflict of the employee's private interest with MOPH's public interest.

# Ethics / Use of MOPH Property

- **An employee may not use MOPH equipment or property for his/her own benefit or pleasure.**

## **Property Includes:**

- Telephones/Faxes/Cell Phones
- Credit/Travel/Procurement Cards
- Computers/Software/Printers/Email
- Copy Machines
- Supplies and Postage
- Anything of Value – Owned by or leased by MOPH

# Ethics / MOPH Property

- **Exceptions for Personal Use**

***Brief, occasional, and incidental use of telephones and personal computers is permissible if it does not:***

- Interfere with the employee's duties or the functions of the office
- Result in additional costs being incurred by MOPH
- Violate MOPH Policy #3/A, MOPH Ethics or Handbook Statements
- Interfere with the functions of MOPH computing or electronic mail services or
- Result in the download, post, or transport of material that is illegal, obscene, threatening, or in violation of MOPH policies.

# Ethics / MOPH Property - Records

- All MOPH records are considered state property and may not be destroyed or removed except as designated by MOPH.
- Employees are required to maintain the integrity and accuracy of documents and records under their responsibility.
- The deliberate falsification of any record is a serious violation of MOPH policy.

# Ethics / Political Activities

- MOPH employees may not participate in political activities on MOPH time or use the name of MOPH in support of legislation or political candidates' campaigns.
- Prohibited political activities at MOPH include:
  - distributing political materials and emails
  - making campaign phone calls
  - collecting contributions for any political cause or person
  - selling tickets to political fund raisers.

# Ethics / Drug-Free Workplace

- MOPH employees must not be at work in an unfit condition and under the influence of drugs or alcohol.
- Employees will be subject to discipline up to and including discharge if found in violation at work of any MOPH policy or any law regarding the use, possession, or distribution of alcohol or other drugs.

# Ethics / Nepotism

- No person may hire nor directly or indirectly supervise any person related to them as defined by MOPH Policy.
- Exceptions may be approved by the National Commander

# Ethics / Weapons & Gambling

- Possession of firearms, fireworks, or explosives of any description including a handgun with a permit is prohibited on MOPH grounds or property.
- Gambling in any form is prohibited on MOPH grounds or property.

# Ethics / Principles at Work

- Promptly disclose waste, fraud, abuse, and corruption to appropriate authorities.
- Do not make unauthorized commitments or agreements of any kind representing MOPH.
- Adhere to the laws, regulations, and policies that provide equal opportunity and treatment for all persons.
- Put forth honest effort in the performance of duties.
- Report sexual harassment and sexual misconduct to the appropriate manager.

# MOPH – Ethics

Remember, when in doubt, ask yourself

- How will I feel about myself afterwards?
- How will it look in the newspaper?
- How will my supervisor react to my conduct?
- If you are not sure what to do, ask your supervisor, or contact the Human Resources Department.

**First Name:**

**Last Name:**

**1.** A family friend is trying to contact an MOPH client/Member and you have access to the personal information at work. Even though the individual has indicated he doesn't wish to release his information, you may give your friend the student's address and phone number because you know your friend is a good person and will keep it confidential.

True  
False

**2.** You're in charge of a fund-raiser at church and need to make copies of the brochure. Since it's for a good cause, you may use the copy machine in your office at MOPH.

True  
False

**3.** You accompany a co-worker to buy office supplies and notice that the co-worker purchases several items for personal use with the MOPH procurement card. The co-worker says, "Everybody does it," and asks you not to tell anyone. You should disagree and report the incident to your supervisor.

True  
False

**4.** As a supervisor, you are involved in several urgent projects and meetings and will be working late. Since you have no time for personal errands, you may send your assistant while working on MOPH time, to drive your children to piano lessons, pick up your dry cleaning, and shop for a few personal grocery items.

True  
False

**5.** You receive an email at work, from an organization in which you are a member, urging support of a political candidate and legislation. You may forward this email from work to other employees and personal friends who might be interested.

True  
False