

USACE FINANCE CENTER INTERNAL POLICY GUIDE: UFC-101

SUBJECT: STANDARDS OF CONDUCT

1. **Purpose.** The purpose of this guide is to outline the policy and procedures for conducting business in the USACE Finance Center (UFC). This guide applies to all employees assigned to the UFC.

2. **Code of Ethics.** (Reference: Code of Federal Regulations: Title 5, Part 2635). The citizens of the United States have confidence that Army personnel will do their part to preserve the security and well being of our nation. The public also expects that we conduct our mission honestly and with integrity. To ensure we do not betray or violate this public trust, the following Code of Ethics should guide our employment with Army, Department of Defense and Federal Government. Any person in Government should:

- a. PUT loyalty to country to the highest moral principles and above loyalty to persons, political party, or Government department.
- b. UPHOLD the Constitution, laws and legal regulations of the United States and all governments therein and never be a party to their evasion.
- c. GIVE a full day's labor for a full day's pay; giving to the performance of his/her duties his/her earnest effort and best thought.
- d. SEEK to find and employ more efficient and economical ways of getting tasks accomplished.
- e. NEVER discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself/herself or for his/her family, favor or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his/her governmental duties.
- f. MAKE no private promises of any kind binding upon the duties of office, since a Government employee has no private word, which can be binding on public duty.
- g. ENGAGE in no business with Government, either directly or indirectly, which is inconsistent with the conscientious performance of his/her governmental duties.
- h. NEVER use any information coming to him/her confidentially in the performance of governmental duties as a means of making private profit.
- i. EXPOSE corruption wherever discovered.

j. UPHOLD these principles, ever conscious that public office is a public trust.

3. **Solicitations and Distributions.** Solicitation for any cause during working time and in working areas is not permitted. You are not permitted to distribute non-company literature in work areas at any time during working time. Working time is defined as the time assigned for the performance of your job. (Refer to paragraph 6c for further information regarding solicitations or the peddling of products at the workplace.)

4. **Customer Relations.** The success of the USACE Finance Center depends upon the quality of the relationships between the UFC employees, customers, suppliers and the general public. Our customers' impression of the UFC and their interest and willingness to purchase from us are greatly formed by the people who serve them. In a sense, regardless of your position, you are the UFC's ambassador. The more goodwill you promote, the more our customers will respect and appreciate you, and the UFC's quality services. Below are several things you can do to help give customers a good impression of the UFC. These are the building blocks for our continued success.

- a. Act competently and deal with customers in a courteous and respectful manner.
- b. Communicate pleasantly and respectfully with other employees at all times.
- c. Follow up on customer requests promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner.
- d. Take great pride in your work and enjoy doing your very best.

5. **Conflict of Interest.** UFC employees must refrain from any private business, professional activity or from having direct or indirect financial interests which would place them in a position where there is a conflict between their private interests and the public interests of the United States Government, particularly those related to their duties and responsibilities as Army personnel. Even though a technical conflict may not exist, they must avoid even the appearance of such a conflict from a public confidence point of view. Additionally, employees may not engage in any private business, professional activity, or financial transaction, which involves the direct or indirect use, or the appearance of such use, of inside information, gained through an Army position. This includes engaging in any teaching, lecturing, or writing that is dependent on information obtained as a result of Government employment, unless that information has been published or is available to the public.

6. **Off duty Employment.** UFC personnel must not engage in outside employment that:

- a. Interferes with their ability to perform their government duties.
- b. Appears to create conflicts of interest involving the U.S. Army Corps of Engineers, U.S. Army Corps of Engineers Finance Center or the United States Government.

- c. May reasonably be expected to bring discredit or criticism against the employee or USACE. This restriction further disallows canvassing, soliciting, and peddling of goods and products (AVON, school candy, etc.) by employees during working hours. Civilian employees must normally obtain official permission before engaging in off-duty employment if the prospective employer transacts or is proposing to transact business with Department of Defense activities. Employee or supervisor inquiries regarding the appropriateness of off-duty employment should be directed to the Judge Advocate's Office.
7. **Dress and Appearance.** Please understand that you are expected to dress and groom yourself in accordance with accepted professional office business standards. A neat, tasteful appearance contributes to the positive impression you make on our customers. You are expected to be suitably attired and groomed during working hours or when representing the USACE Finance Center. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances our image. Personal appearance should be a matter of concern for each employee. If your supervisor believes your attire and/or grooming is out of place, you may be asked to leave the workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action. Subject to the approval of the USACE Finance Center Director, most Fridays are designated as "business casual" dress days. Please remember that shorts, ripped and/or sloppy clothing and halter-tops are unacceptable and are not considered casual business attire.
8. **Drug Free Environment.** The USACE Finance Center's standard of conduct prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on UFC property. The UFC will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be looked at on a case-by-case basis.
9. **Violence in the Workplace Policy.** The USACE Finance Center's policy prohibits workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, and/or coercion, which involve or affect the UFC or which occur on UFC property will not be tolerated.
10. **Open Communication Policy.** Open communication is encouraged at the USACE Finance Center. An employee with an issue or problem should bring it to the attention of his/her immediate supervisor. If a resolution is not reached, the employee can elevate his/her concern through the chain of command. Retaliation against any employee for appropriate usage of Open Communication channels is unacceptable. Please remember it is counterproductive to a harmonious workplace for employees to create or repeat corporate rumors or office gossip. It is more constructive for an employee to consult his/her supervisor immediately with any questions.
11. **Badges.** Personal Identification Badges must be visibly displayed at all times when working in the USACE Finance Center. Visitors and guests must display their "Visitor"

badges at all times. Please report suspicious personnel without badges to the UFC Security Manager.

12. **Housekeeping.** Neatness and good housekeeping are signs of efficiency. Lunch should be eaten in the main break room, not at the desk or in the cubicle. You are expected to keep your work area neat and orderly at all times – it is a required safety precaution. To further ensure safety, no appliances (microwaves, toaster, heaters, hotplates, coffee pots, etc.) are permitted in employees' cubicles without the written approval of the NAS Safety Office and the written consent of the USACE Finance Center Director. If you spill a liquid, clean it up immediately. Do not leave material or objects on the floor, which may cause others to trip or fall. Keep aisles, stairways, exits, electrical panels, fire extinguishers, and doorways clear at all times. Always be aware of good health and safety standards, including fire and loss prevention. Please report anything that needs repairing or replacing to your supervisor or team leader immediately.

13. **Smoking.** Smoking is permitted only in the designated smoking areas (either end of the North parking lot in the area of the picnic tables). Please be courteous and concerned about the needs of your fellow employees and others by not smoking in restricted areas. Smokers are responsible for the daily housekeeping of ashtrays.

14. **Recycling, Waste Prevention and Conservation.** The USACE Finance Center participates in a paper-recycling program. Easily accessible paper recycling containers are located in rooms 125 and 152. Cardboard recycling is in room 152. Please put all recyclable materials in the appropriate receptacles and containers.

15. **Use of Government Resources.** Government property will not be used for other than official use. UFC personnel are prohibited from using fax, copiers or automation hardware and software for personal gain and/or for off-duty activities. Email will be used for official use as a means of communication to support USACE Finance Center business activities. Personal items of interest can be advertised by submitting flyers/posters to the IM, Support Services and Facilities Division of the Directorate of Administration (call extension 8500). Your flyers will be posted on the "unofficial bulletin board" located in the cafeteria. The USACE Finance Center Director may discontinue recreational walking in the corridors for short periods of time when visiting dignitaries or other guests are in the facility.

16. **Emergency Operations.** An emergency roster has been developed to notify all UFC employees in the event of an emergency. You are responsible for ensuring that your supervisor is kept apprised of any home telephone number changes so that you can be notified in the event of an emergency. You should also provide your supervisor with an emergency contact person and phone number to be used in the event you are injured or become ill at work.

17. **Equal Employment Opportunity.** The USACE Finance Center is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status, veteran status, political affiliation, or any other factor protected by law. The UFC complies with the law regarding reasonable

accommodation for handicapped and disabled employees. Equal employment opportunity notices are posted near employee gathering places as required by law. Additionally, they are posted on the bulletin board along main corridors. These notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

18. **Harassment Policy.** The USACE Finance Center Director intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses, which might interfere with work performance. Harassment of any sort-verbal, physical, visual-will not be tolerated. If you feel you have been discriminated against, directly or indirectly, based on your gender, or, if despite request, you are continuously exposed to inappropriate comments and actions of a sexual nature, you should notify the USACE Finance Center Director immediately.

19. **Visitor Policy for Friends and Family Member.** Supervisors (except those in the secured Disbursing area) may grant requests for employees to bring family members to visit briefly in the employee's work area. The requesting employee will provide the written supervisory approval to the guard. Additionally, friends and family may meet with employees in the lobby and main break room. Visitors must report to the guard at the main entrance of building 787. Upon notification by the guard that an employee's friends or family members have arrived at the UFC, the employee should meet their visitors at the main entrance. Visitors must wear a visitor's badge at all times while in Building 787. At no time should a visitor be left unattended. These rules are in place to ensure safety and security for all employees.

20. **Changes.** This policy letter will be maintained on the UFC LAN. Changes will be made as needed to maintain current policy. POC for this policy guide is the undersigned.

FOR THE DIRECTOR:



JAMES R. GREENE
Deputy Director, Administration