



Personal Responsibility Basics

Accepting Gratuities, Rebates, Reward Points and Other Perquisites - State employees shall not accept gratuities, money, or any type of gift or service from a company that does business or that actively aspires to do business with the State in exchange for recommending or influencing the award of or the terms of a contract with the state. State employees shall not accumulate reward points or receive rebates, from any source, related to the purchase of goods or services from any vendor to be redeemed for personal use. Incidental benefits like frequent flier miles or lodging reward points accumulated for state-sponsored travel are allowed.

Anti-Harassment/Discrimination Policy - Harassment, discrimination or offensive behavior based on race, color, religion, national origin, sex, age, genetic info, disability or other legally protected status or characteristic will not be tolerated. An employee who has a complaint of harassment, discriminatory or offensive behavior by a supervisor, co-worker, or non-employee, should immediately notify his or her supervisor, a higher-level supervisor, the agency's human resource manager, or BHR's EEO officer at (605) 773-4918.

Conflict of Interest – Laws apply to state employees and officers who recommend approval, approve, award or administer contracts or supervise someone who does and would derive a direct benefit from a contract. Deriving a direct benefit means the employee or officer or others with whom the person lives and commingles or has combined assets cannot:

- receive a benefit from a contract that is within that person's scope of duties while in office
- derive contract benefit for a year after leaving office
- enter into a contract with any state agency, except an employment contract, for a year after leaving office

A waiver process exists for employees and officers.

Outside Employment -You may have outside employment provided that, in the opinion of your supervisor, there is not a conflict with your working hours, your work efficiency, or with the interests of state government. You must check with your supervisor before accepting other employment.

Use of Technology – Employees may not use State technology to engage in outside business interests, inappropriate, offensive or illegal activities. Employees should not expect privacy or confidentiality when using State resources.

Disciplinary Action- Disciplinary action may include suspension without pay, reduction in salary, demotion, or termination. Just cause for disciplinary action includes, but is not limited to:

- violating statutes, rules, policy, directives, and work rules;
- sex offense, any crime involving illegal drugs, or a felony;
- insubordination;
- disrupting the efficiency or morale of the department;
- being under the influence of a controlled drug or alcohol at work;
- misuse or abuse of leave;
- engaging in outside or personal activities on State time, or using state property for non-government purposes;
- conduct reflecting unfavorably on state, destroys confidence in operations of services, or adversely affects public trust;
- negligence with state money or property;
- poor attendance;
- and discrimination and harassment.

Political Activity– State resources may not be utilized to influence the nomination or election of a candidate or the adoption or defeat of any ballot question. Civil service employees are not allowed to use official authority to influence or coerce political action by a person or group. Participation in campaigns or political management is allowed outside of work hours.

Workplace Fraud or Theft– State Laws and Administrative Rules establish control and aid in the prevention and detection of fraud against State property and apply to any actual or suspected employee fraud or theft. These laws include prohibition of the following:

- salaried officers retaining money received by theft
- dual salaries for state employees (limited exceptions)
- dual compensation for state duties
- outside employment without proper approval
- negligence with money or other State property belonging to anyone receiving services from the State
- attempt to steal or stealing from anyone receiving services from the State

Employees who suspect fraud, theft should report it to their supervisor or the attorney general's office immediately.

Please report potential violations of these policies to your supervisor, department's internal control officer or human resource manager.