

# ADOT CODE OF CONDUCT



## A letter from our Director, John Halikowski

Dear Fellow Employees:

The foundation of ADOT's success rests in its values. We all understand that regardless of the circumstances we are all accountable for upholding the Department's good reputation.

Regardless of the times we live in, all of us are trying to accomplish more in less time, with shrinking resources. The task of balancing all of life's challenges can be enormous, but so are the opportunities. Given ADOT's operating environment, temptations to engage in actions that depart from ADOT's values will occur.

ADOT's Code of Conduct is based on three values: **Integrity, Respect and Accountability**. While these articulate our values and beliefs, the Code itself provides guidance to ensure we meet those standards and adhere to those values.

The Code consists of the following sections:

- Interactions with customers and Stakeholders
- Contract Related Activities
- Conflicts of Interest and Personal Gain or Benefit
- Use of ADOT Resources
- Outside Business Interests
- Political Activity
- Equal Employment Opportunities
- Compliance

The complete Code of Conduct follows this letter.

I expect all employees to conduct themselves in a manner that will not discredit or embarrass the department; It is essential that we protect the reputation of the Arizona Department of Transportation. Adhering to the Code of Conduct is a condition of employment at ADOT. All employees need to understand the Code and are required to apply its standards in their every day responsibilities.

We all benefit from maintaining a good reputation. I thank you all for assisting me in doing so.

John S. Halikowski

-----

## **THE ADOT CODE OF CONDUCT**

Although the Code may not cover every situation, it does set forth a basic philosophy of conducting business. Employees are encouraged to seek the advice of their immediate supervisor if they are in doubt about any situation, potential decision or action. More specific guidelines may be available to employees of individual business sections to help them apply the Code in particular work areas.

### **Interaction with Customers and Stakeholders**

ADOT employees and representatives are expected to be honest, fair and objective when communicating with customers and stakeholders. We are committed to satisfying our customers and partners by delivering quality products and services.

This means that ADOT employees and representatives must never:

- make false or misleading statements
- engage in deceptive or unfair practices
- engage in activities that may be perceived to be dishonest, deceptive or unfair

### **Contract Related Activities**

Employees who deal with outside contractors must maintain independence and impartiality in their business relationships, both in fact, as well as in appearance. ADOT will not tolerate illegal or unethical business practices. All decisions shall be based on an impartial assessment of the costs and benefits to ADOT.

This means that ADOT employees and representatives must:

- not give or receive gifts, gratuities, or entertainment in exchange for business favors or to influence a business decision.
- avoid personal relationships that can be construed as conflicts of interest or raise the appearance of impropriety.
- adhere to the ADOT Gift Policy and other procurement related policies and restrictions.

### **Conflicts of Interest and Personal Gain or Benefit**

All employees have a responsibility to act in the best interest of ADOT. Employees are prohibited from using their positions for personal benefit or gain. All employees need to avoid not only conflicts of interest, but the appearance of a conflict of interest.

Any ADOT employee having a personal (including a family or other close personal relationship), or financial stake in the outcome of a decision is required to reveal to their supervisor that relationship before being involved in the decision making.

### **Use of ADOT Resources**

ADOT resources, (tangible assets such as equipment and tools; and intangible assets such as time and knowledge) are for ADOT business. It is the responsibility of each employee to ensure the proper use and protection of all ADOT resources. Employees

are expected to be familiar with and adhere to all ADOT policies including electronic equipment usage.

### **Outside Business Interests**

Employees may choose to become involved in business interests outside ADOT. Situations that may have potential conflicts of interest should be discussed with your supervisor and be in accordance with ADOA Rule R2-5-501 Standards of Conduct, and ADOT PER-6.02 Conflict of Interest of Officers and Employees and Secondary Employment.

### **Political Activity**

All employees are expected to adhere to the provisions of ARS 41-770 Causes for Dismissal or Discipline, regarding political activity, as well as the ADOT Policy on Political Activity PER-6.01.

### **Equal Employment Opportunities**

ADOT is committed to a policy of nondiscrimination. ADOT employees at all levels do not discriminate against any individual on the basis of race, color, sex, religion, national origin, age, pregnancy and/or disability.

Personnel decisions should be made based on merit. These decisions include hiring, promotions, discipline, transfer, recruitment, advertising, reduction in force, all compensation, selection for training, job assignments, accessibility, working conditions, special duty details, and employee evaluations.

### **Compliance with ADOT's Code of Conduct**

Employees who violate ADOT's Code of Conduct put themselves and the agency at the risk of facing serious legal consequences, including criminal penalties. Code of Conduct violations will result in disciplinary action, up to and including termination.

*Periodically, all ADOT employees will be required to take a training course and will be asked to sign a document stating that you understand and are in compliance with the Code of Conduct, and have disclosed all situations that may present a conflict of interest.*