

ARIZONA DEPARTMENT OF TRANSPORTATION POLICIES AND PROCEDURES

PER-1.01 ADOT Code of Conduct

Effective: September 29, 2025

Supersedes: N/A

Responsible Office: Human Resources (602) 712-8188

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1.1 PURPOSE

ADOT'S Code of Conduct guides agency employees on adherence to appropriate ethical conduct, conformance to ADOT policies, expectations of professionalism and dedication to the interest of public service. The agency is committed to the highest standards, including ADOT's values of being collaborative, results focused, and easy to work with.

1.2 SCOPE

The Code of Conduct applies to all ADOT employees.

1.3 AUTHORITY

A.R.S. § 28-363 - Duties of the Director; Administration

A.R.S. § 38-501-511 – Conflict of Interest Statutes

A.R.S. § 41-752 - Protections of civil or political liberties; prohibitions; civil penalty; violation; classification.

Arizona Administrative Code (A.A.C.) R2-5A-501 - Standards of Conduct

Arizona State Department of Administration Personnel System Employee Handbook, Conditions of Employment; Standards of Conduct

1.4 BACKGROUND

ADOT'S Code of Conduct is based on our Mission, Vision and Values: Provide highway infrastructure and transportation services to safely connect people and empower our economy with employees who are collaborative, results focused, and easy to work with.

1.5 DEFINITIONS

ADOT	Arizona Department of Transportation
Conflict of Interest	As outlined in A.R.S. § 38-503. A conflict of interest potentially arises whenever a public officer or employee of ADOT has, or whose relative has, a substantial interest in any contract with, sale to, purchase from, or service provided to ADOT. A conflict of interest also potentially arises whenever a public officer or employee of ADOT has, or whose relative has, a substantial interest in any decision of ADOT. See ADOT Policy PER-6.02 Conflict of Interest for more information.
Employee	All officers and employees of ADOT, whether in covered or uncovered service, unless otherwise prescribed by statute or rule. Also see A.R.S § 41-741(8).
Supervisor	The single administrative head of a division or the designated representative authorized to act in a leadership or managerial capacity.

1.6 POLICY

- A. Ethical Conduct: Employees shall conduct themselves in an ethical and lawful manner.
 - 1. Employees shall be honest, fair and courteous while working (in person or remotely) or providing services while identified as an ADOT employee.
 - 2. Employees shall not participate in any activity which would compromise their ability to perform their official duties objectively and impartially.
- B. Professional Conduct: Employees are expected to comply with federal and state regulations and statutes and promote the highest standards of professional competence.
 - 1. Employees are expected to conduct themselves in a manner that will not discredit or embarrass ADOT.
 - 2. Employees are expected to conduct themselves in a manner that will protect the reputation of ADOT.
- C. Non-Discriminatory Behavior: ADOT Employees shall not engage in harassing or discriminatory behavior, as defined by state or federal law, in the workplace, while conducting ADOT business or whenever representing ADOT. It is the policy of ADOT (PER-18.01) that discrimination shall not occur in connection with any of its programs or

activities on the basis of race, color, national origin, age, creed, sex, sexual orientation, gender identity, Limited English Proficiency, low-income status or disability. Employees must follow the guidelines outlined in ADOT policies [PER-9.02 Nondiscrimination Complaint System](#) and [PER-18.01 Title VI External Nondiscrimination and Open Meeting Policy](#).

- D. Avoidance of Conflicts of Interest: Employees shall not involve themselves in any matter that may involve or have the appearance of a Conflict of Interest. Should a conflict of interest arise, employees shall notify their supervisor and follow the guidelines outlined in ADOT policy, [PER-6.02 Conflict of Interest of Officers and Employees](#).
- E. Political Activities: It is the public policy of this state that government programs be administered in an unbiased manner and without favoritism for or against any political party or group or any member in order to promote public confidence in government, governmental integrity and the efficient delivery of governmental services, and to ensure that all employees are free from any express or implied requirement or any political or other pressure of any kind to engage or not engage in any activity permitted by A.R.S. § 41-752. Employees are expected to follow the guidelines outlined in ADOT policy, [PER-6.01 Political Policies](#).
- F. Conformance to Established Laws and ADOT Directives: Employees shall obey all local ordinances and state and federal laws and shall conform to the provisions of all written policies. Employees shall report to their Supervisor as soon as practicable, but no later than the first day they return to work, any arrest, charge, citation (other than off-duty minor traffic offenses) or conviction of any crime in any jurisdiction
- G. Supervisory Responsibility: Supervisors shall provide proper direction, coordination and control of employees. Supervisors exercise authority on behalf of the State and must ensure that their workplace reflects the highest standards of conduct, ethics, integrity, competence, and professionalism. To that end, supervisors must take each and every complaint seriously and report any observed or learned violations of policies. Supervisors must notify the appropriate leadership or Human Resources of any complaints received or any observed violations of this Policy. Failure to follow this Policy may lead to discipline up to and including dismissal from state employment.
- H. Punctuality: Employees shall be punctual in reporting to their designated working location and shall be physically ready to assume their duties at the time specified by their supervisor.
- I. Public Appearances and Statements: Employees shall not engage in actions or conduct while representing themselves as an employee of the agency that could bring disrepute or embarrassment to the State of Arizona or any of its agencies. Any personal use of social media outside of work shall be done in such a manner that is not construed to be an official act of the State.

- J. Office Communications: Employee's on-duty written, oral, visual, and electronic communications shall be professional, courteous, and free from derogatory or disparaging comments.
- K. Violations of this policy may be subject to discipline, up to and including dismissal from state employment.

1.7 CORRESPONDING POLICIES

PER-6.01 Political Activities

PER-6.02 Conflict of Interest of Officers and Employees

Per-9.02 Nondiscrimination Complaint System

PER-18.01 Title VI External Nondiscrimination and Open Meeting Policy

PER-9.01 Communicating with Constituents and Public Records Requests Policy