



OKLAHOMA
Office of Management
& Enterprise Services

Policies
Code of Conduct

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Approved: Steven Harpe	Approval Date: 2/17/2022

Reference

Chapter 130. Civil Service and Human Capital Modernization Rules Oklahoma Administrative Code (OAC) 260:130-19-6; OAC 260:130-19-50; OAC 260:25-11-132; 260:25-15-49; 260:25-15-47.

Policy

It is the policy of the Office of Management and Enterprise Services (OMES) that all employees shall conduct themselves professionally in accordance with this policy and all other OMES policies. Every employee shall fulfill the duties of the office or position conferred upon the employee and shall conduct themselves at all times in a manner befitting the office or position the employee holds.

Purpose

This policy was established to inform OMES employees of appropriate workplace behaviors and practices as well as prohibited conduct. This policy is not designed to be an exhaustive list of acceptable and unacceptable behaviors but rather to provide guidance regarding how employees of OMES shall conduct themselves and interact with others.

Time and attendance

Each employee shall devote full time, attention and effort to job duties and responsibilities during assigned hours of duty.

Examples of required behaviors regarding time and attendance includes:

- Maintaining regular attendance in accordance with a supervisor approved schedule.
- Providing notice to supervisor prior to the start of their shift in the event of tardiness or absence.
- Requesting leave in advance of absences in accordance with the usual and customary requirements of the department.
- Recording actual hours worked in conjunction with the FLSA policy.
- Maintaining appropriate leave balances to cover requested or desired absences.

Employees who are absent from work without prior approval and who have not contacted their supervisory or agency representative within five working days are deemed to have resigned from state service in accordance with OAC 260:25-11-132.

Except as addressed by OAC 260:25-15-49, accumulated paid leave balances must be used unless a leave of absence without pay has been formally approved by Human Resources. Requests for an unpaid leave of absence shall be requested in writing pursuant to OAC 260:25-15-47. Unapproved leave without pay is subject to disciplinary action up to and including termination.

Employee Behavior

OMES employees shall conduct themselves in a respectful and professional manner when dealing with all business of the agency. Conduct that is disruptive, offensive, and/or harmful to the agency will not be tolerated.

Some examples of *required* conduct include:

- Complying with and being knowledgeable of all OMES policies, procedures, and/or directives.
- Demonstrating OMES values in all interactions.
- Treating all customers, visitors, coworkers, supervisors, and all others encountered while conducting business in a respectful manner.
- Performing assigned tasks efficiently and in conjunction with established standards or directives.
- Providing excellent customer service as a trusted, credible partner for internal and external customers.
- Reporting threatening or violent behavior to management or human resources.
- Treating all employees respectfully to foster an environment of acceptance and inclusion.

Some examples of *prohibited* conduct include:

- Violating any OMES policy, procedure, and/or directive.
- Fighting or threatening violence.

- Using derogatory, demeaning, and/or discriminatory language.
- Sleeping on the job.
- Using working hours regularly or excessively to attend to personal matters or non-work-related items.
- Failing or refusing to follow supervisory and/or management's instructions concerning a job-related matter.
- Unauthorized use of agency owned equipment or branding.
- Stealing, destroying, defacing or otherwise misusing OMES property or the property of another employee, customer, or visitor.

If an employee is unclear on appropriate behaviors or practices, they should seek clarification from their supervisor or human resources. Failure to maintain conduct as outlined in OMES policy is subject to disciplinary action, up to and including termination.