
CHAPTER 3

CODE OF CONDUCT

STATEMENT OF POLICY

All employees are expected to maintain the highest standards of conduct to ensure that services in the Department of Education are properly administered.

903.000 ETHICAL CONDUCT AND RESPONSIBILITIES OF DOE EMPLOYEES

- A. Public service is a public trust. Employees are expected to be loyal to the U.S. Constitution, the Organic Act of Guam, and to perform their duties and responsibilities ethically and in accordance with laws.
- B. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- C. Employees shall not engage in financial transactions using confidential or non-public DOE information or allow the improper use of such information to further any private interest.
- D. An employee shall not, except as permitted by statute or regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by DOE, or persons whose interests may be substantially affected by the performance or non-performance of the employee's duties, or that of the Department of Education.
- E. Employees shall put forth honest effort in the performance of their duties.
- F. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Department of Education.
- G. Employees shall not use their official position for private gain.
- H. Employees shall protect and conserve DOE property and shall not use

it for other than authorized activities.

- I. Employees shall not engage in unauthorized outside employment or activities, including seeking or negotiating for employment that conflicts with official DOE duties and responsibilities.
- J. Employees shall, in good faith, disclose waste and abuse and corruption to appropriate authorities, and in doing so shall be protected from reprisal.
- K. Employees shall respect the rights and privacy of other employees and shall not use their position, authority or other means to injure another person or employee for personal reasons or malicious purposes.
- L. Employees shall refrain from the unlawful use of drugs and alcohol. Drugs shall mean those drugs identified in the Drug-Free Workplace Program Policy and Operating Procedures (DFWPPOP).
- M. Employees shall be courteous and helpful to clients and members of the public.
- N. Employees shall be courteous to other employees and respect supervisory authority.

903.100 OATH OF OFFICE

All persons employed by DOE, or accepting employment with DOE shall subscribe and certify to the prescribed loyalty oath. This oath may be administered by the Director of Education/Superintendent or the officers, or employees designated by him at the time of employment processing. Failure to take such oath, or certifying falsely to such oath, such be cause for disciplinary action, dismissal or rescindment of employment offer.

903.200 NEPOTISM

- A. Spouses and persons within the first degree of relation such as brother/sister or parent/child may not be employed in the same division in a direct supervisor-subordinate relationship in the classified and unclassified service. Exception to this rule may only be made for the good of the service upon the approval by the Civil Service Commission.