




OKLAHOMA STATE DEPARTMENT OF HEALTH ADMINISTRATIVE POLICIES AND PROCEDURES

NUMBER: 6-38
TITLE: Employee Conduct
RESPONSIBLE SERVICE: Human Resources
APPROVED: 
Keith Reed (Nov 5, 2025 08:53:38 CST)
Keith Reed, Commissioner of Health

Purpose

The purpose of this administrative policy and procedure is to provide a foundation for Oklahoma State Department of Health (OSDH) employee's conduct that supports the agency's Vision, Mission, and Values.

Policy

The policy of the Oklahoma State Department of Health (OSDH) is that all employees conduct themselves in accordance with OSDH values of accountability, respect, collaboration, service, and comply with federal and state laws, rules, and regulations, and all OSDH policies. Every employee of OSDH must adhere to the guidelines established in this policy.

New employees of OSDH will complete form ODH No. 935, Administrative Policies and Procedures Acknowledgement, to acknowledge they have read and agree to abide by this policy and procedure. The completed form will be maintained in the employee's personnel file.

Violations of this policy may be cause for disciplinary action up to and including termination.

Employee Responsibilities

- Conduct themselves in a manner appropriate for the office or position they hold.
- Uphold the public's trust and reflect the highest ethical standards.
- Engage in conduct that affords accountability, respect, collaboration and service.

- Devote full time, attention, and effort to the responsibilities and duties of their positions during assigned work hours.
- Promote and model exemplary, law-abiding behavior.
- Notify their immediate supervisor of any illegal activity, such as arrest, charge, plea or conviction within 24 hours, and provide a written statement before the end of the employee's next working day. Immediate supervisors will notify their chains of command immediately upon receiving notification from employees. Engaging in illegal activities may affect employment with OSDH.
- Be efficient and effective managers of public resources; conserve and prevent excessive waste of OSDH resources; will not use state property, equipment or funds for personal benefit or gain or for any purpose not directly related to OSDH business, except for OSDH requested support to nonprofit organizations or incidental use.
- Properly account for and maintain entrusted OSDH property, equipment, and funds.
- Conduct work in a manner that contributes to and supports a safe and healthy work environment.

Misconduct

OSDH will not tolerate misconduct. Misconduct includes, but is not limited to, the following:

- Unexplained absenteeism or tardiness
- Willful or wanton indifference to or neglect of the duties required
- Willful or wanton breach of any duty required by the employer
- The mismanagement of a position of employment by action or inaction
- Actions or omissions that place in jeopardy the health, life, or property of self or others
- Insubordination
- Dishonesty

- Burglaries and thefts
- Wrongdoing
- Violation of a law and/or
- Violation of an OSDH policy or rule.

Ethics

- All employees of OSDH must adhere to the [Ethics Rules published by the Oklahoma Ethics Commission](#) for all matters related to political activity, conflict of interest, and other ethical issues.
- Employees will read [Guide for State Officers and Employees](#) and complete form [ODH No. 259, Conflict of Interest Acknowledgment](#), within 30 days of employment, annually thereafter, and upon any change in status not previously noted.
- Before engaging in any activity, outside employment, transaction, or relationship that might give rise to a conflict of interest, employees must seek review from Human Resources, and the Office of Accountability Systems, OAS by completing form [ODH No. 259, Conflict of Interest Acknowledgment](#)
- Any business transaction between employees is discouraged.
- Any OSDH employee whose responsibilities relate in any manner to long- term care is subject to the conflict of interest provision included in Appendix A per [63 O.S. §1-105\(c\)](#).

Fitness for Duty

Employees are responsible for reporting for work fit for duty and capable of safely performing their essential job duties. OSDH may require employees to undergo a fit-for-duty evaluation to determine whether they are capable of performing the essential functions of the position in which employed.

Privacy

- OSDH reserves the right to access, inspect, and monitor the use of all State technology resources including, but not limited to, computers, electronic devices, internet, intranet, telephones, applications, servers, and databases for the purposes of determining compliance with policies, legal proceedings, to investigate misconduct, to locate information, or for any other business purpose.
- OSDH will not tolerate the use of State resources to create, access, store, print, solicit or send any materials that are harassing, threatening, abusive, sexually explicit or otherwise offensive or inappropriate.
- Employees' personal property may be subject to search without prior individual notice to the employee.
- Employees may have small personal items delivered to any work location by mail or courier service, such as food, flowers, and items sent as gifts. No employee will have any expectation of privacy regarding any mail, package, or other item delivered to any work location.

Personal Relationships

OSDH prohibits romantic or sexual relationships between a manager or supervisor and an employee who reports directly or indirectly to that person.

Prohibited Disclosure of Information

- Employees are prohibited from disclosing confidential and nonpublic information with respect to OSDH, its securities, business operations, plans, investigations, financial condition, results of operations or any development plan without a valid business purpose and proper authorization (whether in one-on-one or small discussions, meetings, presentations, media, proposals or otherwise) is prohibited.
- No employee will disclose confidential records or information that would constitute a clearly unwarranted invasion of a current or former employee's personal privacy.
- OSDH employees will sign form [ODH No.203, OSDH Confidentiality Agreement](#), within 30 days of employment, annually thereafter, and upon any change in status not previously noted.

Audio/Video Recording or Photographing

- Employees are discouraged from secretly recording or photographing other employees.
- Employees may record formal or informal meetings provided all employees present agree to the recording or a supervisor approves of the recording.
- A non-secret recording does not require the consent of all employees present when the recording is a requirement of policy, procedure, rule or law or recording by OSDH for historical preservation of agency events or educational/training purposes.

Report Unethical Behavior

- Any employee who is aware of any violation of law or OSDH policies should immediately report the incident to a supervisor, a manager, or Human Resources.
- OSDH will investigate reported instances of questionable or unethical behavior. In every instance where improper behavior is found to have occurred, OSDH will take appropriate action.
- OSDH will not tolerate retaliation against employees who raise genuine ethics concerns in good faith.

Cooperate in Internal Investigation

All OSDH employees are required to cooperate during an official complaint investigation. Failure to cooperate may be grounds for disciplinary action. Any participant in an investigation, who intentionally misdirects the investigation, whether by falsehood or omissions, may be subject to disciplinary action.

Scheduled Review

HR is responsible for the review of this policy at least every 36 months or if there is a change in state law, administrative rule, or other regulations.

Associated Forms

[ODH No. 259, Conflict of Interest Acknowledgment](#)
[ODH No.203, OSDH Confidentiality Agreement](#)

Policy and Review History

The table below identifies the policy and procedure review history regarding the origination date, review date(s), and revision date(s).

Origination Date:	Review Date(s):	Revision Date(s):
May 2011	July 2025 May 2025 August 2024 October 2017 October 2011	November 2025 May 2025 August 2024 September 2020 August 30, 2019 February 2019

Citations

None.

Appendix A

Long-Term Care Employees (63, O.S., §1-105(c))

No OSDH employee whose responsibilities relate in any manner to long-term care will be subject to a conflict of interest that would impair the ability of the person to carry out his or her employment duties in an impartial manner. Long-term care employees must adhere to all federal requirements related to conflict of interest.

Conflict of interest specific to long-term care employees includes, but is not limited to:

Ownership or investment interest or a member of the employee's immediate family represented by equity, debt, or other financial relationship in a long-term care facility or a long-term care service;

Employment by, under contract to, or participation by the employee or a member of the employee's immediate family in the management of, a long-term care facility, except as provided in Title 63 O.S. §1-1914.2 and with the approval of the Commissioner; and

The term immediate family is defined as the spouse of the employee; parents of the spouse of the employee; child by birth or adoption; stepchild; parent; grandparent; grandchild; sibling of the employee; spouse of any immediate family member specified in this section; or other relationship deemed necessary by the Commissioner of Health as determined by rule.

The receipt, or the right of the employee or a member *Of* the employee's immediate family to receive directly or indirectly, remuneration, in cash or in kind, under a compensation arrangement with an owner or operator of a long-term care facility.