

TXDOT ETHICS POLICY

I. OVERVIEW

Pursuant to Section 572.051(c) of the Texas Government Code, TxDOT has adopted the following ethics policy.

This ethics policy prescribes standards of conduct for all TxDOT employees.

This ethics policy does not supersede any applicable federal or Texas law or administrative rule.

All TxDOT employees must affirm their understanding of this policy.

All TxDOT employees must abide by all applicable federal and Texas laws, administrative rules, and TxDOT conduct policies, including this ethics policy. A TxDOT employee who violates any provision of TxDOT's conduct policies is subject to disciplinary action up to, and including, termination of the employee's state employment or another employment-related sanction. A TxDOT employee who violates any applicable federal or Texas law or rule may be subject to civil or criminal penalties in addition to any employment-related sanction.

II. STANDARDS OF CONDUCT

A. An employee shall not:

- (1) Accept or solicit any gift, favor, or service that might reasonably tend to influence the employee in the discharge of official duties, or that the employee knows or should know is being offered with the intent to influence the employee's official conduct;
- (2) Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed his or her official duties in favor of another;
- (3) Solicit, accept, or agree to accept an honorarium in consideration for services that the employee would not have been requested to provide but for the employee's official position or duties. This does not prohibit an employee from accepting transportation and lodging expenses in connection with a conference or similar event in which the employee renders services, such as addressing an audience or engaging in a seminar, to the extent that those services are more than merely perfunctory, or from accepting meals in connection with such an event. An honorarium is a payment in the form of money or other thing of value offered in exchange for services rendered voluntarily, and is not a gift, benefit, or favor;
- (4) Accept other employment or compensation or engage in a business or professional activity that could reasonably be expected to impair the employee's independence of judgment in the performance of the employee's official duties;
- (5) Have a personal or financial interest, that could reasonably be expected to create a substantial conflict or even the appearance of a substantial conflict between the employee's private interest and the public interest;
- (6) Utilize state time, property, facilities, or equipment for any purpose other than official state business, unless such use is reasonable and incidental and does not result in any direct cost to the state or TxDOT, interfere with the employee's official duties, or interfere with TxDOT functions;
- (7) With intent to obtain a benefit or with intent to harm or defraud another, intentionally or knowingly: misuse government property, services, personnel, or any other thing of value belonging to the

government that has come into the employee's custody or possession by virtue of the employee's employment;

(8) Knowingly make misleading statements, either oral or written, or provide false information, in the course of official state business;

(9) Engage in any political activity while on state time or utilize state resources for any political activity;

(10) Have any financial or other personal interest in any real property acquired for a department project, unless the interest is openly disclosed in the public records of the department, and the employee does not participate in the acquisition on behalf of the State;

(11) Copyright or patent any work the employee produces or develops as part of his or her employment with the department when the work is related to a department goal, project, or concern; or

(12) Disclose confidential or sensitive business information without authorization.

B. All employees shall:

(1) Perform their official duties in a lawful, professional, and ethical manner; and

(2) Practice responsible stewardship of department resources.