

Office of Human Resources  
***1200 Employment Standards***

2025-05-15

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# 1201 Conduct Standards and Ethics in Government



## Georgia Department of Human Services Human Resources Policy #1201

### Conduct Standards and Ethics in Government

**Release Date:** November 6, 2003

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**References:** O.C.G.A. §45-2-1 et. seq. — Eligibility and Qualifications for Office  
O.C.G.A. §45-10-1 — Code of Ethics in Government Service  
O.C.G.A. §45-10-20 et. seq.; — Conflicts of Interest  
O.C.G.A. §45-10-40 — Codes of Ethics and Conflicts of Interest  
O.C.G.A. §16-11-125.1 et. seq. — Carrying and Possession of Firearms  
Governor's Executive Order — July 13, 2022

Department of Human Services (DHS) employees are expected to maintain and exercise at all times the highest moral and ethical standards in carrying out their responsibilities and functions. Employees must conduct themselves in a manner that prevents all forms of impropriety, placement of self-interest above public interest, partiality, prejudice, threats, favoritism, and undue influence.

Employees must be alert in conducting business with employees and non-employees to avoid even the appearance of misconduct, conflict of interest, personal or financial gain. While performing departmental duties, employees are required to comply with Federal and State laws, the Code of Ethics for Government Service (Attachment #1), the Governor's Executive Order, dated July 13, 2022 (Attachment #2), Rules of the State Personnel Board and Departmental policies. In accordance with the Governor's Executive Order, attached to this policy is the Outside Organization Expense Reimbursement Request (Attachment #3).

DHS employees are required to report all suspected violations of Federal or State law involving DHS employees, or anyone contracted to provide services to DHS. Reports should be made to the Office of Inspector General (OIG) immediately upon the employee becoming aware of the suspected violation. DHS employees receiving a complaint of criminal misconduct, fraud, or abuse, whether by written or verbal communication will, as soon as practicable, report the complaint to the OIG.

## Section A: General Provisions

1. Written guidelines which cover all types of employee conduct is not possible. This policy provides general guidance and examples, which establishes a framework of principles to assist employees in performing their jobs in a professional manner.
2. The General Counsel in the Office of General Counsel (OGC) is the department's designated

Ethics Officer. The Ethics Officer shall take appropriate measures to ensure that all employees become familiar with applicable ethics laws and policies.

3. In general, DHS is not concerned as an employer with non-work time of employees. Off-duty conduct becomes a legitimate concern, however, when it affects departmental operations or reflects discredit on the agency. Such off-duty conduct may result in appropriate disciplinary action up to and including dismissal from employment. Publishing or posting inappropriate, offensive, confidential or sensitive work-related information or material regarding clients, colleagues, supervisors or other work-related contacts on the internet or any social network site (such as, Facebook, Twitter, Instagram, YouTube, blog, etc.) or other website without authorization is prohibited and an example of off-duty activity that could reflect discredit on DHS.
4. Employees are also prohibited from publishing or posting Federal Tax Information (FTI) to the internet or social media.
5. Employees shall afford all constituents fair and equal opportunity to express their concerns and ideas regarding state programs and policies without regard to their political affiliation, sophistication, or influence. Recommendations and decisions made by employees in the performance of their duties shall be made without bias.
6. Employees shall not advocate for or cause the advancement, appointment, employment, promotion, or transfer, of a relative to an office or position with an agency or with the Office of the Governor.
7. Employees shall not participate in an action relating to the disciplining of a relative.
8. Employees shall continually monitor, evaluate, and manage their personal, financial, and professional affairs to ensure the absence of conflicts of interest and the appearance of conflicts.
9. An employee's failure to comply with any directives regarding mandatory training may result in formal disciplinary action, up to and including dismissal.
10. DHS reserves the right to take appropriate disciplinary action, to decline to appoint or promote an applicant/employee, and to reassign an employee in order to avoid or eliminate the appearance of conflict of interest based on a coworker, employee, client, customer or other relationship.

## **Section B: Conflict of Interest**

1. A conflict of interest may exist where employees engage in activities, which may financially or otherwise enhance themselves, their relatives, or individuals with whom they are personally or financially involved as a result of knowledge, information or action taken in an official capacity as DHS employees. All employees have a duty of trust to the State and its citizens, and no one is permitted to make an improper profit from the exercise of duties and responsibilities.
  - a. A conflict of interest may exist where no actual profit is made by the employee. The opportunity for profit or benefit alone may create the conflict.
  - b. No promise of restraint or waiver by the affected employee will be sufficient to avoid a conflict or the appearance of a conflict.
  - c. A conflict of interest may arise from a circumstance or situation, and not an activity. The elements of a circumstance or situation may appear as the opportunity for enhancement by a transaction or opportunity to influence that transaction as an employee.

2. A conflict of interest may also arise when an employee engages in an outside activity, while not necessarily incompatible or inconsistent with official duties, nevertheless is or becomes so extensive that it interferes with the proper and full-time performance of official departmental duties. Decisions regarding the existence of a conflict and its remedy are to be made by an authorized DHS official (Please also refer to [DHS Policy #1203: Secondary Employment](#)).
3. Employees are to make every effort to avoid even the appearance of a conflict of interest.
  - a. An appearance of conflict exists when a reasonable person would conclude from the circumstances that the employee's ability to protect the public interest, or perform public duties, is compromised by personal interests.
  - b. An appearance of conflict could exist even in the absence of a true conflict of interest (e.g. favoritism, personal relationships, use of company resources, etc.).
4. Employees shall disqualify themselves from participation in any official proceeding in which might reasonably be questioned due to employees' personal or financial relationships with participants in the proceeding.
  - a. A "participant" includes, but is not limited to, an owner, shareholder, partner, employee, or agent of a business entity involved in the proceeding. If the employee is uncertain whether the relationship justifies disqualification, then the employee shall disclose the relationship to the person presiding over the proceeding.
  - b. The presiding officer shall determine the extent to which, if any, the employee will be permitted to participate. If the affected employee is the person presiding, then the vice chair or such other substitute presiding officer shall make the determination.
5. Employees shall not directly or indirectly ask, accept, demand, solicit, seek, receive financial or benefit for themselves or for others in return for being influenced in the discharge of their official responsibilities.

## Section C: Privileged or Confidential Information Usage

1. Many employees are exposed to privileged or confidential information through their knowledge of official plans and programs which may be of significant interest to the public.
2. Employees shall not knowingly use their positions in any manner which will result in financial or other benefit, directly or indirectly for themselves, their relatives, or individuals with whom they are personally or financially involved.
3. Privileged or confidential information (e.g. contract bids, certain financial, personnel or client information, etc.) is to be released only by authorized DHS officials.
4. The release of any privileged or confidential information, financial or otherwise, is not authorized to any person who does not have a legitimate need-to-know.
  - a. Employees shall not disclose information gained in the course of, or by reason of, their official responsibilities in a way that would affect a personal financial interest for themselves, their relatives, or individuals with whom they are personally or financially involved.
  - b. Use of computers to obtain information concerning clients, patients, customers, other employees or third parties for non-work-related reasons is prohibited.

5. DHS is a “covered entity” under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), which provides for the safeguarding of each individual’s personal health information. In response to HIPAA, the federal Department of Health and Human Services has issued a “Privacy Rule” effective April 14, 2003.
  - a. In accordance with the Privacy Rule and DHS’s Privacy Policies and Procedures, employees shall receive training on DHS Policies and Procedures relating to HIPAA’s privacy requirements. The level of training individual employees receive will vary, depending on the individual’s job responsibilities and their access to and involvement with personal health information.
  - b. As a part of this training, all DHS employees shall read and sign the Important Information on DHS HIPAA Privacy Policies and Procedures form, which will be maintained by the Office of Enterprise Development (OED).
  - c. Employees shall be responsible for obtaining and maintaining the appropriate level of awareness and compliance with the Department’s Privacy Policies and Procedures. In addition to penalties prescribed by federal law, Privacy Policy violations may result in corrective or disciplinary action.
6. Employees are prohibited from posting, publishing, or discussing any form of confidential or sensitive work-related information on an internet blog or other website without proper authorization.

## Section D: Disclosure of Information

1. All applicants/employees are required to disclose felony convictions on applications for employment and convictions and/or pending charges on the State Security Questionnaire/Loyalty Oath Form.
  - a. Falsification or misrepresentation of information, including criminal history, is prohibited and may result in an offer of employment being withdrawn from an applicant or employee dismissal.
  - b. Material falsification or misrepresentation of any information, including criminal history, will result in an offer of employment being withdrawn from an applicant or employee dismissal.

“Material” refers to information which directly influences and/or impacts the hiring decision based on records, credentials and/or qualifications.
  - c. Applicants whose offer of employment is withdrawn or employees who are dismissed due to falsification or misrepresentation of information are not eligible for consideration for re-employment with DHS for a minimum of six (6) months from the date of withdrawal or dismissal, whichever is applicable.
2. Employees are required to notify their supervisor and their designated Human Resources Representative of any arrests and/or convictions within **five (5) calendar days** of the date of arrest or conviction. A determination of appropriate action will be made on a case-by-case basis.

## Section E: Outside Activities and Relationships

1. Employees must be alert in conducting business with non-employees to avoid even the appearance of misconduct, personal or financial gain or conflict of interest.
2. Employees must report ownership or partial ownership of a company if the company in which the employee is part owner is doing business, or seeks a business relationship with DHS, including any entity within DHS.
3. Employees are prohibited from serving for compensation as a corporate officer or director of any for-profit or publicly held company. Voluntarily, pro bono services on behalf of non-profit organizations may be permitted, so long as services to such organizations would not have the potential to create a conflict and do not impair the employee's ability to discharge his or her public duties fully, faithfully, and impartially.
4. The DHS Commissioner may not have any ongoing dual employment.
5. Employees are prohibited from membership on the Board of Directors of any organization with which DHS contracts.
6. Employees are prohibited from accepting personal favors or benefits under circumstances, which may influence or give the appearance of influencing their official activities. Such favors and benefits may not be accepted by employees on behalf of other individuals.
7. Employees are prohibited from involvement in official activities in which a client or customer is a relative or in-law. Employees are prohibited from involvement in official activities in which a client, patient or customer is a personal acquaintance, when the relationship creates a conflict or perceived conflict of interest.
  - a. Employees are required to report such circumstances to their supervisors to avoid the appearance of giving unjustified preference or a conflict of interest.
  - b. Employees are encouraged to discuss the above circumstances with their supervisors, if there are any questions concerning relatives, in-laws, or personal acquaintances.
8. Employees must conduct themselves in a positive and courteous manner at all times towards clients and customers. Mistreatment of clients, patients or customers in any form is a matter of concern at all supervisory levels and will not be tolerated. Prohibited activities include, but are not limited to:
  - a. Obtaining alcohol or illegal drugs for or from clients or customer.
  - b. Except as provided in paragraphs c and d below, accepting, directly or indirectly, any gift from any person with whom the employee interacts on official state business, including, without limitation, lobbyists, and state vendors, must be returned to the donor or transferred to a charitable organization, and the DHS Ethics Officer must be notified of the incident.
  - c. Where appropriate for purposes of tradition, ceremony, or intergovernmental relations, or when acting as a DHS representative, an employee may accept a gift on behalf of the agency. If the gift retains value after its acceptance, the employee must: (a) maintain custody of the gift no longer than reasonably necessary to arrange for the transfer of custody of the gift to DHS, or to a charitable organization on behalf of DHS; (b) file a report with the designated Ethics Officer no later than 30 days after receipt of the gift containing a description of the gift, the approximate monetary value thereof, the name and address of the person making



the gift, the date the gift was made, and the disposition of the gift.

- I. Gift means anything of value exceeding \$75, including lodging, transportation, personal services, gratuities, subscriptions, memberships, trips, loans, extensions of credit, forgiveness of debts, advances, deposits of money, or anything that retains value after acceptance.
- d. Items of minimal cost that employees receive (e.g. pencils, pens, coffee mugs, etc. received during attendance at a conference) are not considered gifts.
- e. Accepting any honoraria whatsoever.
- f. Gambling, buying, selling, trading, borrowing, lending goods or money with clients or customers.
- g. Using relationships with or clinical information obtained on, current or former clients or customers to take unfair advantage of them, their relatives, friends, or personal acquaintances.
- h. Engaging in sexual relationships, whether physical or verbal, with clients or customers, or otherwise taking sexual advantage of them; and,
- i. Engaging in rude, argumentative, hostile, or otherwise unprofessional behavior toward clients or customers.

## Section F: Employment Conditions

- 1. Employees must comply with the conditions of employment specified in laws, rules, policies, Code of Ethics and the Governor's Executive Order referenced previously. Examples include, but are not limited to:
  - a. Dressing appropriately and presenting a neat and clean appearance, as outlined in Section J of this policy.
  - b. Maintaining professional relationships with coworkers and supervisors.
  - c. Maintaining a courteous and professional demeanor, in the presence of clients, the general public, and other employees.
  - d. Giving clear and accurate information in a professional manner, whether using the telephone or in person.
  - e. Reporting for work on time.
  - f. Following the appropriate call-in procedures for late arrival and/or absence.
  - g. Following the provisions of the Fair Labor Standards Act (FLSA).
  - h. Following policies on break and meal periods.
  - i. Using work time for work-related activity.
  - j. Using leave appropriately, including submitting timely requests and providing documentation for use of leave, when required.
  - k. Following established policies on health, safety, security, and sanitation. Notifying supervisors of circumstances or situations that present potential health hazards.
  - l. Complying with instructions from all supervisors and managers.

# Section G: Activities and Conduct During Working Hours

1. Employees are expected to maintain a professional relationship with fellow employees. DHS will not tolerate acts or threatened acts of violence in the workplace. Reports of threats or acts of violence will be thoroughly reviewed, and appropriate action will be taken. Prohibited behaviors include, but are not limited to:
  - a. Fighting, threatening or abusive behavior, profane language or written material,
  - b. Argumentative behavior, whether directed toward a supervisor, client, customer, coworker, or any other party, while on duty or while acting in an official capacity,
  - c. Unprofessional behavior such as sexually related conversations, inappropriate touching of another employee (e.g. kissing, hugging, massaging, sitting on laps), ethnic slurs, racial or other derogatory jokes or remarks and other verbal or physical conduct of an offensive nature; and,
  - d. Intimate relationships between supervisors and their subordinate staff members, through any line of authority, based on the significant potential for such relationships to present an actual or perceived conflict of interest. Employees who enter into such relationships are expected to notify higher management of the need for one or both of the employees in the relationship to be reassigned, so that a line relationship no longer exists between the employees.
    - I. Intimate relationships between coworkers are prohibited when the relationship has demonstrated a negative impact on the performance of either coworker or the effective, efficient functioning of the work unit.
2. DHS employees are required to cooperate fully and truthfully and aid with any type of investigation regarding alleged criminal or administrative misconduct or other personnel issues. This includes, but is not limited to, activities such as cooperating fully and truthfully in interviews, answering any and all questions related to the performance of official duties, producing requested documents or objects, participating in polygraph and/or voice stress analysis examinations. Nevertheless, whenever a DHS employee is interviewed by an agent or representative of the DHS OIG concerning an allegation or allegations of criminal misconduct, such DHS employee may not be disciplined or subject to an adverse personnel action for failure to answer questions or provide information concerning possible criminal conduct unless the employee has been given the *Garrity v. New Jersey*, 385 U. S. 493 (1967) warning.
3. Employees are not to engage in activities other than official business during working hours. Prohibited activities include, but are not limited to:
  - a. Gambling, lending or borrowing money (occasional voluntary loans of nominal value may be acceptable),
  - b. Conducting an outside business while on duty by any means of communication, such as operating copier machines, computers, telephones, etc.,
  - c. Being on call for secondary employment,
  - d. Soliciting, selling products, or fundraising on the work premises for personal profit or for an organization unless specifically authorized (e.g. the State Charitable Contributions Program, personal events such as retirements); and,

- e. Distributing advertisements, pamphlets, or similar literature or soliciting memberships. Training where products or services are sold is strongly discouraged.
- 4. Employees are not authorized to record conversations at work unless work-related and specifically approved by the organizational unit supervisor.
  - a. Supervisors are not to record conversations, meetings, etc. unless there is a specific work-related reason for doing so.
  - b. Supervisors should consult with the Office of Human Resources (OHR) prior to recording or authorizing the recording of conversations.
  - c. Certain individuals, such as DHS investigators, due to the nature of their job, are authorized to record conversations, when necessary and appropriate.
  - d. DHS Grievance Hearings may be recorded only by the authorized official(s) conducting the hearing.
- 5. Employees are prohibited from falsifying records (e.g. timesheets, sign-in/out sheets, case management and/or client, or customer records) or any other documents prepared during the course of business.
- 6. Employees are prohibited from carrying weapons into DHS facilities and Conventional Work-sites as outlined below in Section H.
- 7. Possession or consumption of alcohol or illegal drugs; and/or reporting to work or being on duty with the presence of drugs or alcohol is prohibited.
- 8. In order to minimize interference with normal operations and to avoid potential hazards and liability for DHS visitors (e.g. children, other relatives, friends, or acquaintances of employees) in the workplace during work hours are discouraged. Babysitting of children and/or caregiving by employees while on duty is prohibited. Work units may establish specific prohibitions in accordance with work-related needs.
- 9. Offices, workstations, and office furniture are State property and are reserved for work-related activities. If approved, employees may have personal items in the office or workstation, if suitable for the work area and reasonable.
  - a. Examples include family photographs, certificates, diplomas, and small, discreet, decorative, or inspirational items intended for the comfort and enjoyment of the employee.
  - b. Such items must not be offensive or inflammatory, or otherwise inconsistent with the DHS work setting.
  - c. Employees may be required to remove items determined to be inappropriate from work areas at any time.

## Section H: Weapons Policy

- 1. Definitions in this policy, unless the context otherwise requires, the terms and phrases herein shall mean the following:
  - a. “Weapon” is defined in O.C.G.A § 16-11-125.
  - b. “Lawful Weapons Carrier” is defined as a person who is not prohibited by law from possessing a weapon as defined in O.C.G.A. § 16-11-125.1(2.1).

## 2. DHS Strictly Prohibits the Following:

- a. Possession of a weapon at any time by a DHS employee while conducting DHS business at a DHS facility or Conventional Worksite; or
- b. Possession of a weapon by any DHS employee at any DHS facility or Conventional Worksite when entry into the building is restricted.
- c. Transporting weapons and ammunition in state issued vehicles.

**Exceptions.** This policy does not apply to employees authorized to carry weapons as part of their employment, security personnel engaged in official duty, or persons authorized to carry weapons by federal or state law, regulation or order.

## 3. Possession and Storage of a Weapon in a Privately-Owned Vehicle

- a. DHS may not restrict an employee while conducting DHS business, from carrying or storing a lawfully possessed weapon in his or her privately-owned motor vehicle if the weapon is in a locked compartment, firearms rack, or container in the motor vehicle.



State employees are not covered by the Department of Administrative Services' Liability Auto Insurance while engaging in unauthorized use of state or personal vehicles while conducting DHS business.

## 4. Search of DHS Facilities and Property.

- a. Following a report that a weapon carried by an employee has been observed on DHS premises or Conventional Worksites, DHS reserves the right to search for the purpose of determining whether a weapon is being, or has been, brought onto the premises in violation of this policy. The areas to be searched may include, but are not limited to offices, cubicles, desks, lockers, drawers, and state-owned vehicles (Refer to Section A of [DHS Policy #110: Preventing Workplace Violence](#) for more information).

## 5. Reporting Violations of DHS Weapons Policy

- a. Any DHS employee who has knowledge that a weapon is inside a DHS facility or Conventional Worksite in violation of this policy shall immediately notify a supervisor/highest ranking manager or other authorized official of the presence of the unauthorized weapon. The notice shall include at a minimum of the following information:
  - I. The name of the person suspected of violating the policy, if known, and a description of such person if necessary for identification;
  - II. The time and location of the violation;
  - III. Any other information which might be pertinent to the matter.
- b. The supervisor/highest ranking manager or authorized official is responsible for escalating the notice of a DHS employee weapons policy violation in accordance with established office procedures and DHS Policies [110 Preventing Workplace Violence](#) and [1953 Workplace Violence - External Threats](#).

## 6. Violation of DHS Weapons Policy

- a. A DHS employee who violates this policy may be subject to discipline up to and including dismissal of employment and possible referral for criminal prosecution.

- b. A DHS employee who violates this policy may be removed from the DHS facility or Conventional Worksite by security personnel and/or reported to the appropriate law enforcement officials.

## 7. Signage

- a. DHS-approved signage consistent with these weapons policy provisions shall be conspicuously posted at all DHS offices and shall not be removed by unauthorized persons.

## 8. Possession or Use of Personal Safety Devices

- a. A DHS employee who possesses or uses a personal safety device (e.g. mace, pepper spray, taser, baton, defensive flashlights) is responsible for knowing and abiding by all laws, rules, regulations, and policies that govern the possession and use of such device.
- b. The misuse of a personal safety device may constitute a violation of law punishable by substantial civil or criminal penalty for which DHS will not provide a legal defense.

# Section I: State Property Usage

1. Employees are responsible for reporting suspected criminal or administrative misconduct including fraud, waste, and abuse relating to any State program or operation. Negligent use and/or destruction of State property is prohibited.
2. Employees are not to use or permit the use of State property for anything other than official activities.
  - a. Voicemails and emails should convey professional messages.
  - b. Email, Internet and other computer tools and equipment are provided to employees for work-related reasons. Use of the Internet for non-work-related reasons is, however, permitted on a basis similar to that applied to local telephone calls on state telephones, when the use is infrequent, of short duration, and does not interfere with work. This privilege may, however, be withdrawn if abused. The display or transmission of sexually related material is prohibited. Other prohibited uses include, but are not limited to, ethnic slurs, racial or other derogatory jokes or remarks, game playing, or anything that may be considered harassment or expressing disrespect for others.
  - c. All information in state computers and other state-owned tools and equipment such as cell phones, and any other technology, including but not limited to emails, text messages, etc. are subject to inspection by appropriate management at any time. No employee has a privacy interest in any information contained in a state computer or other state-owned tools and equipment.
3. State property includes but is not limited to:
  - a. Office equipment (e.g. computers, telephones, cell phones, printers/copiers, etc.),
  - b. Automobiles, and
  - c. Supplies of all kinds.



State employees are not covered by the Department of Administrative Services' Liability Auto Insurance while engaging in unauthorized use of state or personal vehicles while conducting DHS business.

4. Employees are prohibited from making or charging long-distance telephone calls to the Department, unless work-related. Local telephone calls of infrequent, short duration may be permitted. This privilege may be withdrawn if abused.
5. Employees are prohibited from using state cell phone for personal calls.
6. Employees are prohibited from downloading or installing personal software of any kind on state computers or cellular phones.

## Section J: Dress Code

1. Employees are expected to be always clean and neat in appearance during work hours. As representatives of the State, employees during work hours should present a professional image. In certain types of jobs, employees may be asked to meet specific dress code standards or be required to wear uniforms. Policies may be developed by DHS organizational units as necessary or appropriate.
2. Below are the three (3) categories of dress in the workplace.
  - a. **Business Professional** is the standard of dress expected among all employees. Suits, or sports coats, ties, white or colored dress shirts are appropriate attire for men. Suits, dresses, blouses, white or colored dress shirts, skirts, are appropriate for women. Depending on the nature of the employee's job, some flexibility may be required.
  - b. **Business Casual** is a less formal version of business professional, but should always be neat, clean, and suitable for the workplace. If lettered or illustrated attire is worn, it should not promote a particular political, moral, religious personal or other opinion. Attire, which is obscene, vulgar, offensive, or inflammatory is prohibited.
  - c. **Casual** is a more relaxed form of business casual, while still remaining professional.
3. Employees can be required to change inappropriate dress or be instructed to not wear the same or similar dress in the future. Should it be necessary for the employee to return home to change clothes, the employee will be required to use either compensatory time, personal leave, annual leave, or leave without pay (LWOP) during the period of absence.
4. Decisions on the appropriateness of dress and the procedures to be followed will be made on a case-by-case basis by the employee's supervisor, after consultation with their designated Human Resources Representative. Issues that will be considered include but are not limited to client or customer proximity, work function of the unit, and complaints received.
5. Employees who do not comply with established dress code standards may be subject to disciplinary action, up to and including dismissal from employment.
6. For specific details on appropriate and inappropriate attire, see Attachment # 4 – Dress Code Guidelines.

For additional information or assistance, please contact your designated Human Resources Representative.

## 1201 A1 Code of Ethics for Government Service



**Georgia Department of Human Services  
Human Resources Policy #1201 A1**

**Code of Ethics for Government Service**

Any person in government service should:

- A. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or government department.
- B. Uphold the Constitution, laws, and legal regulations of the United States and the State of Georgia and of all governments therein and never be a party to their evasion.
- C. Give a full day's labor for a full day's pay and give to the performance of his duties his earnest effort and best thought.
- D. Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- E. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.
- F. Make no private promises of any kind binding upon the duties of office, since a government employee has no private word which can be binding on public duty.
- G. Engage in no business with the government, either directly or indirectly, which is inconsistent with the conscientious performance of his governmental duties.
- H. Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
- I. Expose corruption wherever discovered.
- J. Uphold these principles, ever conscious that public office is a public trust.

## **1201 A2 Governor's Executive Order**

## **1201 A3 Outside Organization Expense Reimbursement Request**

## **1201 A4 Dress Code Guidelines**



Georgia Department of Human Services  
Human Resources Policy #1201 A4

Dress Code Guidelines

Release D 06/01/2007  
ate:

Revised D 01/22/2025  
ate:

Next Revi 01/21/2027  
ew Date:

Refer- DHS Human Resources Policy #1201 – Conduct Standards and Ethics in Government  
ences:

Employee appearance contributes to the Department of Human Services' (DHS) culture and reputation. Employees are expected to present themselves in a professional manner that results in a favorable impression by colleagues, clients and customers.

It is the responsibility of every person working for DHS to adhere to this policy. **This dress code applies to all employees, students, interns, work-study personnel, and volunteers.** The DHS dress code does not discriminate against an individual on the basis of race, sex, age, genetic information, religion, sexual orientation, national origin, or disability. Employees should familiarize themselves with the policy and dress code guidelines. Employees should consult with their immediate supervisor or their designated Human Resources Representative for additional guidance.

## Section A: Attire Examples

1. The Department recognizes three categories of dress in the workplace: **Business Professional, Business Casual, and Casual.** These are the standard of dress required Monday through Friday.
2. **Business Professional** attire is the standard of dress expected of all employees, specifically those in an office setting. Appropriate clothing includes:
  - a. Men: Suits, sports coats, ties, dress shirts, and slacks
  - b. Women: Suits, dresses, skirts, blouses, and slacks



**As a reminder, telework spaces are considered an extension of the office setting. Employees should always be prepared for on-camera appearances.**

3. **Business Casual** attire is a less formal version of business professional but should always be neat, clean, and suitable for the workplace. If lettered or illustrated attire is worn, it should not promote a particular political, moral, religious, personal, or other opinion. Attire, which is obscene, vulgar, offensive or inflammatory is prohibited. Appropriate clothing includes:
  - a. Dress pants or capris that stop directly above or below the ankle.
  - b. Casual dresses and skirts; skirt length should be at a length at which you can sit comfortably in public.
  - c. Casual shirts, dress shirts, sweaters, polo shirts, turtlenecks, suit jackets or sport jackets.



- d. Comfortable shoes such as walking shoes, loafers, boots, flats and dress heels.



**Heel heights should be sensible and aid the employee in preventing workplace accidents. Heel height should not prevent the employee from performing the essential functions of their job.**

4. **Inappropriate Business Casual Attire** includes but are not limited to:

- a. Jeans, or denim of any kind, sweatpants, exercise pants, skinny jeans, shorts, leggings, and any spandex or other form-fitting pants.



**Employees can wear leggings under a sweater dress or a skirt if the length of the sweater dress or skirt is appropriate.**

- b. Short and/or tight skirts, miniskirts, shorts, skorts, sun dresses, beach dresses, and spaghetti strap dresses.
- c. Tank tops, crop tops, shirts with potentially offensive words, terms, logos, pictures, cartoons, slogans, halter-tops, sweatshirts, and t-shirts unless worn under another blouse, shirt, jacket, or dress.



**Clothing that reveals your back, chest or stomach is not appropriate.**

- d. Athletic shoes, flip-flops, slippers (to include thong slippers), or plastic shoes.

5. Supervisors may approve exceptions to permit the wearing of jeans and athletic shoes only in appropriate circumstances (e.g., during an office move or site visit where business casual attire would not be recommended). Otherwise, athletic shoes are not to be worn in the office during the normal workday unless medically necessary. Medical documentation from a health care provider requiring the wearing of athletic shoes in the workplace must be submitted to the Office of Human Resources (OHR) for approval.

6. **Casual Attire** is a more relaxed form of business casual, while still remaining professional. Casual days will be allowed periodically as announced by the agency, division, or office approving authority or designee. Casual days are typically reserved for Fridays. Appropriate clothing includes the following:

- a. Dress pants or capris that stop directly above or below the ankle.
- b. Jeans, denim skirts, dresses and unmarked t-shirts. This policy does not allow jeans with rips, dirty jeans, jeans that sag or jeans that are too tight.
- c. Casual dresses and skirts; skirt length should be at a length at which you can sit comfortably in public.
- d. Casual shirts, dress shirts, sweaters, polo shirts, turtlenecks, suit jackets or sport jackets.
- e. Comfortable shoes such as walking shoes, loafers, boots, flats, and dress heels.

7. **Court Attire** is Business Professional attire and must be worn for any court appearance, whether as a participant in a case, a witness, or an observer. This not only helps maintain decorum but shows respect for the judicial system. Casual attire is prohibited in any courtroom by DHS employees. Appropriate clothing includes:

- a. Men: Suits, sports coats, ties, dress shirts, and slacks

- b. Women: Suits, dresses, skirts, blouses, and slacks

## Section B: Grooming and Personal Hygiene

1. **Hair Care and Accessories** – Hair should be clean, combed, and neatly trimmed or arranged. Hair should be styled in manner that does not interfere with job performance. Unneat hair is not permissible regardless of length.
2. **Body Art** – In order to ensure a professional environment, visible tattoos with the potential to be perceived by anyone as distracting, derogatory, offensive or controversial should be covered at all times. Face and neck tattoos should be covered at all times.
3. **Piercings** – Jewelry and piercings should be kept to a minimum and should not hinder or interfere with job performance. Large hoop earrings that are more than two (2) inches are not allowed. Nose rings are permissible if they are small in size, circular hoops and do not cause distraction in the workplace. Management should contact OHR before directing an employee to remove a piercing.



**The cost of any covering or removal of body art, tattoos, or body piercings is the responsibility of the employee.**

4. **Personal Hygiene** – Fragrances such as perfume, cologne, and after-shave should not be excessive or offensive to others. Makeup can be used for enhancing one's appearance. Extreme colors that could detract from a professional image are not acceptable.
5. **Reasonable Accommodation for Religious Practices** – Hairstyles, clothing, body art, piercings and/or accessories associated with religious practices will be given appropriate consideration for reasonable accommodation based on the nature of the job and supporting documentation. Employees should consult with their designated Human Resources Representative for reasonable accommodation for religious practices.

## Section C: Policy Adherence

1. Employees can be required by any member of management to change inappropriate dress or be instructed not to wear the same or similar attire in the future. Should it be necessary for the employee to return home to change attire, the employee will be required to use annual leave, compensatory time, personal leave or leave without pay during the period of absence.
2. Ensuring consistent administration of the guidelines of this policy is the responsibility of all levels of management. Decisions regarding the appropriateness of attire and the procedures to be followed will be made on a case-by-case basis by management and the designated Human Resources Representative. Factors to be considered include, but are not limited to:
  - a. Client or customer proximity.
  - b. Work function of the unit.
  - c. Determination that the attire does not comply with this policy.
  - d. Complaints received.

Employees who do not comply with established dress code standards may be subject to disciplinary action up to and including dismissal from employment.

# 1201 A5 Dress Code Frequently Asked Questions



Georgia Department of Human Services  
Human Resources Policy #1201 A5  
Dress Code Frequently Asked Questions

## 1. Why do we have a dress code?

The dress code is designed to provide guidelines for appropriate and inappropriate workplace attire. Since our appearance reflects DHS, employees must maintain a positive and professional appearance that does not offend customers, clients, or colleagues.

## 2. When can business casual attire be worn?

Business Casual attire can be worn on a daily basis when employees are not required to be in formal settings, such as board meetings or court appearances.

## 3. Will we have casual Fridays?

While casual days are typically reserved for Friday, the agency maintains the authority to discontinue or limit casual attire, as it deems appropriate.

## 4. The dress code guidelines state “visible body art should be covered, and visible piercings removed”. What if I have body art or piercings that I cannot cover or remove?

The Dress Code Policy states that body art should be covered, and visible piercings should be removed while in a work status. Ear piercings are allowed. Requests for exceptions should be made with your supervisor.

## 5. If I am expected to appear in court wearing “Business Professional” attire, and later in the day I am in the field with clients, am I expected to wear “Business Professional” attire for the entire day?

When employees are in business professional attire for court appearances then transition to the field, it is their discretion to remain in business professional attire versus business casual or environmental attire. Employees should always exercise good judgment when determining what to wear. The policy indicates that when conducting less than formal business for DHS “Business Casual” attire is appropriate. Environmental attire must be conducive to the specific work that the employee will perform and be approved by a supervisor or manager.

## 6. Are there hairstyle restrictions?

Extreme hairstyles or hair coloring that does not present a businesslike appearance are prohibited.

**7. Are there special provisions or exceptions for interns, part time employees or temporary workers?**

No, the requirements are the same for interns, part time employees, and temporary workers.

**8. What should I do if a manager other than my direct supervisor says something to me about my appearance?**

Per Section F(l) of Policy #1201 Standards of Conduct and Ethics in Government, employees are to comply with instructions from all supervisors and managers. Supervisors are encouraged to contact the employee's immediate supervisor before approaching non-direct reports, who are in violation of the dress code or demonstrating any other inappropriate conduct.

## **1201 A6 Dress Code Acknowledgment Receipt**

# 1202 Political Activity



## Georgia Department of Human Services Human Resources Policy #1202

### Political Activity

**Release Date:** June 16, 2009

**Revised Date:** February 19, 2020

**Next Review Date:**

**References:** 5 U.S.C. § 1501-1508 — Political Activity of Certain State and Local Employees  
O.C.G.A. § 45-10-70 — Holding office in political subdivision, political party, or political organization by non-elective state officers or employees  
Rules of the State Personnel Board 478-1-.08 Political Activity  
Federal Hatch Political Activities Act

Employees are protected from undue political pressure, influence or coercion by Federal and State laws, as well as Department policy. The same laws and policy limit political activity while assuring that the right to participate in the political process is preserved. The provisions of this policy apply to all DHS employees.

## Section A: Prohibited Political Activity

1. DHS employees are prohibited from engaging in the following political activities:
  - a. Political activities of any nature during work hours.
  - b. Political activities of any nature while on work premises.
  - c. Solicitation of other employees for any political purpose, whether or not during work hours or on work premises.
  - d. Retaliation against any employee for engaging in permissible political activity.
  - e. Holding or being a candidate for any political office, except as provided in Rule 8 Section 2 of the Rules of the State Personnel Board.
  - f. Directing, managing, controlling, or participating in a political campaign for state office or for office in the county of the employee's employing unit, except as provided in Rule 8 Section 2 of the Rules of the State Personnel Board.
  - g. Serving as a watcher, challenger, or similar partisan worker in any election.
  - h. Seeking, using, or attempting to use any coercive political pressure to secure for themselves or any other person an appointment, promotion, salary increase or any other employment advantage.
  - i. Using or promising to use, directly or indirectly, any official authority or influence to influence the political action of any other person, or to affect the results of a nomination, cam-

paigned or election to any public office, political party office, or an office of a political organization.

- j. Using or promising to use, directly or indirectly, any official authority or influence to influence the political action of any other person, or to affect the results of a nomination, campaign or election to any public office, partisan office, or an office of a political organization.
- k. Endorsing or opposing candidates for state office or county office in the county of the employee's employer or residence in a political advertisement, broadcast, campaign literature, rally or similar means of mass communication.
- l. Circulating a recall petition.
- m. Transporting any political campaign literature or matter, engaging in soliciting votes, transporting any person or persons soliciting votes in any election or primary, while traveling in a vehicle upon which the state is paying transportation mileage.

## **Section B: Federal Hatch Political Activities Act**

1. DHS employees whose principal employment is in connection with an activity, which is financed in whole or in part by loans or grants made by the United States or a Federal Agency are covered by the Federal Hatch Political Activities Act. As a matter of Federal law, such employees are not allowed to:
  - a. Use official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.
  - b. Directly or indirectly coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes.
  - c. Be a candidate for public elective office in a partisan election, which may include some part-time offices of local subdivisions of the state.

## **Section C: Potential Political Activity Request**

1. Employees are personally responsible for understanding the limitations of political activity and for determining if they are eligible for appointment or election to a public office, partisan office or an office of a political organization.
2. Employees must complete the Political Activity Authorization Request (Attachment # 1) and submit to their Division/Office Director or authorized designee for review and approval of potential political activity.
3. The request form must also be sent to the Office of Human Resources for final approval.
4. The request form is to be approved or denied in a timely manner. If denied, a reason for denial should be included on the request form.
5. The original is to be maintained by the supervisor and a copy is to be returned to the employee.

For additional information or assistance, please contact your local Human Resource Office, or email [DHS-Policies@dhs.ga.gov](mailto:DHS-Policies@dhs.ga.gov).

# 1202 A1 Political Activity Authorization Request

# 1203 Secondary Employment



## Georgia Department of Human Services Human Resources Policy #1203

### Secondary Employment

**Release Date:** November 30, 2010

**Revised Date:** April 24, 2024

**Next Review Date:** April 23, 2026

**References:** O.C.G.A. § 45-10-20 — Definitions  
O.C.G.A. § 45-10-22 — Full-time public officials with state-wide powers prohibited from transacting business with all state agencies public officials or employees with limited powers prohibited from transacting business with own state agency  
O.C.G.A. § 45-10-26 — Public officials and employees to file yearly disclosure statements concerning business transactions with state statements to be public records  
Rules of the State Personnel Board 478-1-.07 — Outside Employment

Department of Human Services (DHS) employees may seek employment and engage in a variety of activities outside of their work for the Department. However, secondary employment activities may not conflict with an employee's DHS work duties. Employees who desire to engage in secondary employment must notify their supervisor and abide by the guidelines of this policy.

## Section A: Secondary Employment

1. Examples of activities that are considered secondary employment include, but are not limited to:
  - a. Working as an employee for any employer (including another State Agency),
  - b. Owning a business,
  - c. Contracting to provide services for a fee,
  - d. Serving as a consultant for a fee or honorarium,
  - e. Self-employment,
  - f. Any elected or appointed public office (whether federal, state, or local), or
  - g. A position in a political party or organization (whether federal, state, or local).

## Section B: Secondary Employment Exclusions

1. Examples of activities which are not considered secondary employment include, but are not limited to:
  - a. Participating in yard sales,



- b. Hosting home parties (for items such as cosmetics, kitchenware, home decorations, etc.) provided that the employee is not a paid representative or commissioned sales representative of the company,
- c. Babysitting, or
- d. Boarding animals, provided that the service is not offered to the general public.

## Section C: Eligibility

1. A DHS employee may, under the conditions outlined in this policy, seek and secure additional employment provided it:
  - a. Does not constitute a violation of any Federal or State law, Rules of the State Personnel Board or DHS policy,
  - b. Does not constitute a conflict of interest with departmental employment, and,
  - c. Does not interfere or conflict with an employee's ability to effectively perform assigned duties and responsibilities with DHS. In all cases, the employee's job with DHS is considered primary.

## Section D: Additional State Employment

1. State employees who desire to work for more than one State agency must have prior written authorization from both their current and prospective employers before commencing employment with a second State agency, as outlined on the Secondary Employment Request Form (Attachment #1). The primary and secondary agencies must ensure that the request complies with State and Federal guidelines.

## Section E: Prohibitions

1. Employees are not to engage in secondary employment activities during working hours.
2. Prohibited activities include, but are not limited to:
  - a. Conducting an outside business or performing secondary employment duties while at work and/or on duty by any means such as wearing beepers, operating fax machines, copiers, computers, telephones, etc.
  - b. Being on call for secondary employment.
3. It is unlawful for a full time DHS employee to transact business with any organizational unit of DHS, either for the employee, on behalf of any business, or for any business in which the employee or employee's family has a substantial interest.
  - a. "Family" means spouse, child, or parent.
  - b. "Substantial interest" means the direct or indirect ownership of more than twenty-five (25) percent of the assets or stock of any business.
  - c. "Full time" means working at least 30 hours per week for the State for more than 26 weeks per calendar year.
4. An employee who owns, or whose family owns, any part of an entity seeking to transact busi-

ness with any DHS organizational unit must immediately report the partial ownership to the supervisor.

5. It is unlawful for DHS employees to transact business with any organizational unit of DHS, either for the employee or on behalf of any business, or for any business in which the employee or employee's family has a substantial interest, with the exception of:
  - a. Any transaction made pursuant to sealed competitive bids,
  - b. Any transaction when the amount of a single transaction does not exceed \$250 and when the aggregate of all such transactions does not exceed \$9,000 per calendar year,
  - c. Any transaction involving the lease of real property to or from any agency if such transaction has been approved by the Department of Administrative Services, or,
  - d. Any transaction involving the purchase of surplus State property at public auction.
6. Employees are prohibited from serving for compensation as a corporate officer or director of any for-profit or publicly held company. Volunteering pro bono services on behalf of non-profit organizations may be permitted, as long as services to such organizations would not have the potential to create a conflict and do not impair the employee's ability to discharge his or her public duties fully, faithfully, and impartially.

## Section F: Request

1. A DHS employee seeking secondary employment must complete and submit the Secondary Employment Request Form (Attachment #1) to their supervisor. Employees are not to begin secondary employment prior to receiving written approval from their supervisor, Division/Office Director, and OHR Deputy Commissioner.
2. The supervisor is to review the request to ensure that the secondary employment does not conflict with the employee's current duties and responsibilities or provide the potential for improper decisions in departmental activities. In addition, the supervisor is to ensure that the secondary employment does not present an actual or perceived conflict of interest. If determined appropriate, the supervisor is to approve the request and forward it to the Division/Office Director.
3. The Division/Office director will review the request to ensure the secondary employment does not conflict with the employee's current duties and responsibilities, provide the potential for improper decisions in departmental activities, and does not present an actual or perceived conflict of interest. If determined appropriate, the Division/Office Director is to approve the request and forward it to their designated HR Representative.
4. If the request for secondary employment is approved by the OHR Deputy Commissioner, the employee will be provided a copy of the approved request form.
5. If the request is denied at any level, the reason for denial is to be written on the request form. The OHR Deputy Commissioner remains final reviewer even if the request is denied at the supervisor or Division/Office Director level. The employee is to be provided a copy of the final request form.

## Section G: Recordkeeping

1. Copies of request forms whether approved or denied should be sent to [OHRPersonnel-Records@dhs.ga.gov](mailto:OHRPersonnel-Records@dhs.ga.gov) for placement in the employee's personnel file.

## Section H: Employee Responsibilities

1. Employees are required to submit the Secondary Employment Request Form to their supervisor and notify their supervisor and their designated HR Representative of any changes in previously approved secondary employment. Employees may be required to renew their secondary employment on an annual basis.
2. Prior to January 31 of each year, employees must disclose to their designated HR Representative all business transactions occurring during the previous calendar year, which the employee has transacted with the State of Georgia and any agency of the State of Georgia on behalf of any business, or any business in which such employee or any member of their family has a substantial interest. This is a requirement of O.C.G.A. § 45-10-26.

For additional information or assistance, please contact your designated Human Resources Representative.

## 1203 A1 Secondary Employment Request

# 1204 Employment Status of Relatives



## Georgia Department of Human Services Human Resources Policy #1204

### Employment Status of Relatives

**Release D** April 1, 2003  
**ate:**

**Revised D** June 8, 2020  
**ate:**

**Next Revi**  
**ew Date:**

The Department of Human Services (DHS) prohibits or limits the employment or change in employment status of relatives, when necessary or appropriate.

## Section A: Definition of Relative

1. For the purpose of this policy, “relative” refers to any of the following:
  - a. Spouse;
  - b. Child/Grandchild (includes biological, adopted or foster child, stepchild, legal ward, or child for whom the employee stands in loco parentis);
  - c. Sister/Brother (includes step/half relationships);
  - d. Parent/Grandparent (includes step relationships);
  - e. Aunt/Uncle
  - f. Niece/Nephew
  - g. First Cousin
  - h. Immediate in-law (i.e. mother-in-law, father-in-law, sister-in-law, brother-in-law, daughter-in-law, or son-in-law); or,
  - i. Guardian (as defined by law).

## Section B: Prohibitions and Limitations

1. Relatives are not to be employed in positions or placed in situations where a superior - subordinate relationship will exist between the relatives. These circumstances include, but are not limited to, the following:
  - a. When relatives work for the same organizational unit at the same location; or,
  - b. When there are fewer than two levels of management separating the relatives.
2. Employment of relatives in a direct superior - subordinate relationship is prohibited. Any other superior - subordinate relationship that would result from employing or changing the employ-

ment status of a relative must be carefully evaluated by the Office of Human Resources (OHR) Director to ensure the proposed work arrangement is in the Department's best interest.

3. Relatives are not to be employed or placed in circumstances where fiscal checks and/or balances are a part of the position's assigned duties and responsibilities.
4. Relatives are not to be employed in a working relationship where the nature of the responsibilities may contribute to personal or financial gain, fraud, collusion, other abuses of position or conflict of interests.
5. Employees who are relatives should not be placed in a direct coworker relationship within the same organizational unit.
6. Employees shall not advocate for or cause the advancement, appointment, employment, promotion, or transfer of a family member to an office or position with an agency or with the Office of the Governor.

## Section C: Responsibilities

1. Management is responsible for ensuring that violations of this policy do not occur.
  - a. Appropriate action including, but not limited to, transfer, reassignment or separation of related employees should be taken immediately to resolve any violations of this policy.
  - b. Management and OHR should sufficiently document actions involving the transfer, reassignment, or separation of related employees, per this policy.
2. Management is responsible for making appropriate decisions regarding the employment of relatives.
  - a. Applicants and employees are not to be considered for positions, if selection would result in the employment of relatives, in violation of this policy.
  - b. Management and OHR should sufficiently document any actions involving the non-selection of applicants and employees based on this policy.
3. Employees must report relationships involving relatives that are in violation of this policy to Management and OHR. Failure to do so may result in disciplinary action, up to and including termination.
4. Unique circumstances will be reviewed on a case by case basis. A determination of appropriate action will be made by the appropriate Division/Office Director and OHR Director.

For additional information or assistance, please contact your local Human Resource Office, or email [DHS-Policies@dhs.ga.gov](mailto:DHS-Policies@dhs.ga.gov).

# 1205 Use of State Property



## Georgia Department of Human Services Human Resources Policy #1205

### Use of State Property

**Release Date:** May 30, 2003

**Revised Date:** February 19, 2020

**Next Review Date:**

**References:** DHS Human Resources Policy #1201 — Conduct Standards and Ethics in Government

State property is to be used for work-related reasons only. Employees are not to use, misuse or permit the use of state property for anything other than work-related reasons. State property includes, but is not limited to: computers, telephones, cellular phones, fax machines, copiers or other equipment, supplies, vehicles, work areas and furniture.

## Section A: Use of State Computers

Email, Internet and other computer tools and equipment are provided to employees for work-related reasons, and must be used for work-related purposes, except as provided in Paragraph 5 below.

1. The display or transmission of sexually oriented material is prohibited. Other prohibited uses include, but are not limited to, ethnic slurs, racial or other derogatory jokes or remarks, game playing, or anything that may be considered harassment or expressing disrespect for others.
2. Employees are not to engage in other employment activities while on duty. Conducting personal business or otherwise performing other employment activities using computers is prohibited.
3. Employees are not to use computers for playing games or conducting inappropriate searches.
4. Electronic communication may be subject to the Georgia Open Records Act; therefore, all information is to be factually accurate and otherwise appropriate.
5. Use of the Internet for non-work-related reasons is permitted on a basis similar to that applied to local telephone calls on state telephones, which requires that the use is infrequent, of short duration, and does not interfere with work. This privilege may, however, be withdrawn, if abused.
6. All information in state computers is subject to inspection by appropriate management at any time. No employee has a privacy interest, in any information contained in a state computer.
7. Employees are prohibited from allowing access to the Internet on their computer and mobile device by other DHS employees or any other person, unless otherwise authorized.

8. Employees are prohibited from downloading or installing personal software of any kind on state computers.

## **Section B: Use of State Phones**

1. Employees are prohibited from making or charging long-distance telephone calls to the Department, unless for work-related reasons.
2. Employees are prohibited from using a state cellular phone for personal calls.
3. The receiving and making of local telephone calls of infrequent and short duration are permitted. These privileges may, however, be withdrawn, if abused.
4. Voicemail messages must be professional and should be updated, as needed to communicate accurate information.
5. Employees are prohibited from downloading or installing personal software of any kind on state cellular phones.

## **Section C: Other Equipment and Supplies**

1. Other equipment (including fax machines, copiers, etc.) and supplies are to be used for work-related reasons only.
2. Employees are not to use equipment or supplies for conducting personal business or outside employment activities.

## **Section D: Misuse**

1. Employees are responsible for reporting suspected criminal or administrative misconduct regarding misuse of state property to their supervisors, human resources representatives or other appropriate officials.
2. Employees who misuse state property are subject to disciplinary action, up to and including termination from employment.

For additional information or assistance, please contact your local Human Resource Office, or email [DHS-Policies@dhs.ga.gov](mailto:DHS-Policies@dhs.ga.gov).