

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
3. EMPLOYEE RESPONSIBILITIES**

3.0 RULES OF CONDUCT

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3.0-1 It is impossible to create a list of all activities that could be considered illegal or contrary to good business practices. Any act or omission which is not consistent with this policy, however, could be grounds for disciplinary action.

**PROHIBITED
ACTIVITIES**

3.0-2 As a Montgomery County employee you are prohibited from doing the following:

- A. Willfully causing damage to or removing County property without authorization; wasting public supplies through negligence or willful misconduct;
- B. Committing an act of violence on County premises;
- C. Engaging in an action which causes you to be convicted of a criminal offense involving moral turpitude. The word "convicted" means a finding of guilt by either the judge or jury without regard to subsequent disposition of the case by suspension of sentence, probation, and deferred adjudication or otherwise. The words "moral turpitude" mean any act of baseness, vileness or depravity; or any act done with deception, or through corrupt motives, or as defined by state law and/or decisions made under state law;
- D. Being dishonest; lying about or concealing a material fact concerning a matter under investigation and/or relating to public services under your responsibility;
- E. Engaging in any conduct unbecoming an employee of the County while performing job duties;
- F. Repeatedly being tardy or absent; being absent without legitimate cause, or failing to inform your supervisor of absence within a reasonable time period;
- G. Refusing to work as directed, willful neglect of duty, malingering, or shirking of duties;
- H. Being at work while under the influence of drugs or alcohol;
- I. Falsifying employment applications, time sheets, and/or accounting, personnel, or other records, including the omission of pertinent data;
- J. Willfully violating or disregarding safety, health, fire, security or employment regulations, signs, and notices;

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- K. Divulging information which you have been told is confidential and not to be shared with others;
- L. Permitting another person to substitute or falsely use your official badge or identification card;
- M. Openly carrying a firearm (including a handgun) on County premises unless you are a licensed peace officer, member of law enforcement, judge or prosecutor. An employee may however possess a concealed handgun on County premises as allowed by law if you are licensed to carry a handgun under Subchapter H, Chapter 411, Government Code. Notwithstanding a handgun license, you are prohibited from possessing a concealed handgun or other firearm anywhere the possession of a handgun or firearm is prohibited by law, including but not limited to, the following: (1) on the premises of any government court or offices utilized by the court, (2) on the premises of a polling place on the day of an election or while early voting is in progress, or (3) in the room or rooms where a meeting of a governmental entity is held and if the meeting is an open meeting subject to Chapter 551, Government Code. See TEX. PENAL CODE §§ 46.03, 46.035.
- N. Attempting to undermine or discredit your elected official, department head, and/or supervisor;
- O. Engaging in any behavior meant to or which has the effect of intimidating or humiliating another individual; this would include bullying, gossiping, harassment, and verbal abuse.
- P. Engaging in horseplay.

3.0-3 County officials and employees shall not:

- A. Hold financial interests that are in conflict with the conscientious performance of their official duties and responsibilities except to the extent permitted by Texas statutes;
- B. Engage in any financial transaction in order to further any private interest using non-public information which they obtain in the course of their work as a county official or employee;
- C. Use their public offices for private gain;
- D. Engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official duties and responsibilities;
- E. Make any unauthorized commitments or promises of any kind purporting to bind the county or any of its components.

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**EXPECTED
BEHAVIOR**

3.0-4 County officials and employees shall:

- A. Act impartially and not give preferential treatment to any private or public organization or individual;
- B. Protect and conserve public property and use it for only authorized activities;
- C. Promptly disclose waste, fraud, abuse, and corruption to appropriate authorities;
- D. Adhere to all laws, regulations, and policies that provide equal opportunity for all persons regardless of race, color, religion, sex, national origin, age or disability;
- E. Avoid actions that would create the appearance that they are violating the law or the ethical standards of the Texas Ethics Commission;
- F. Dress appropriately based on the guidelines set by the particular department in which they work.