

**DIRECTIVE NUMBER 300-04-12**

**DATE:** November 12, 2013

**TO:** All Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Conflict of Interest and Codes of Ethics

**Codes of Ethics for KDOL Employees and Employee Certification.**

A. Values and Objectives:

1. *Conflicts of Interest.* Kansas Department of Labor (KDOL) employees must deal with suppliers, customers and others doing business with the State in a manner that avoids even the appearance of impropriety between our personal interests and those of the State.
2. *Product Quality and Safety.* All operating units of KDOL have the responsibility to design and deliver quality products and services. All services must be delivered with the needs of customers as a primary consideration.
3. *Customer Service.* It is the responsibility of KDOL employees to understand customer needs and to satisfy those needs by offering quality services.
4. *Equal Employment Opportunity.* It is KDOL's policy to afford equal employment opportunity to qualified individuals regardless of their race, religion, color, national origin, age, sex or disability.
5. *Workplace Environment.* KDOL is committed to providing its employees a workplace that is free from recognized safety and health hazards, and a work environment free from discrimination, harassment or personal behavior not conducive to a productive work climate.
6. *Drug and Alcohol Abuse.* All KDOL entities will abide by applicable laws and regulations relative to the possession or use of alcohol and drugs. KDOL prohibits the illegal use, sale, purchase, transfer, possession or presence in one's system of drugs not prescribed for medical purposes.
7. *Employee personal information.* It is KDOL's policy to acquire and retain only that employee personal information required for effective operation of State business or that is required by law. Access to such information will be restricted internally to those with a recognized need to know and in accordance with applicable law. KDOL will comply with all applicable laws regulating the disclosure of personal information.

B. KDOL employees may accept a meal or food under the following circumstances:

1. When the value of the meal is \$25 or less.
2. When the employee's presence at an event serves a legitimate State purpose or interest, and the agency authorizes the employee's attendance.
3. Meals provided by a "personal" or "family" relationship or provided at "widely attended" events.
4. Meals at a public event which the employee is attending in his or her official capacity.
5. Snack foods not intended to be a meal, such as soft drinks, coffee or rolls provided during a break at a seminar.

C. KDOL employees may accept or solicit gifts under the following circumstances:

1. Gifts valued at less than \$40 when given at a public ceremony or function. Example: An appreciation plaque or pen and pencil set.
2. Gifts for the benefit of the State or becoming State property.
3. Gifts from personal friends or relatives when they are not given due to the employee's position or to influence the employee.

4. Contributions solicited on behalf of a 501(c)(3) charitable organization, such as the United Way or Project Topeka.

D. KDOL employees attending a conference may accept:

1. Free admission if the agency would have paid for the attendance anyway.
2. "Goody bag" if given to all attendees.
3. Items given at vendor booths if open to the public, all State employees or a "significant mix" of organizations or occupations such that the vendor could not know the individual was a State employee. This includes door prizes.

E. Employees are responsible for recognizing the potential of conflict of interest. When the potential for conflicts is identified or if there are doubts concerning the potential for a conflict, employees must notify their Division Director with all relevant information. The Division Director shall consult with the Secretary or the Secretary's Designee to determine whether a conflict exists. After such consultation, employees will be notified of the determination regarding the conflict.

F. Employees shall be familiar with the requirements and prohibited conduct set forth in K.S.A. 46-237, K.S.A. 75-2952 and K.S.A. 75-2953. These documents are available online at <http://www.kslegislature.org/legsrv-statutes/index.do>.

**Inquiries.** Human Resources Office (785) 296-5000, ext. 2565.

Signature on file

Lana Gordon, Secretary of Labor

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