

XII: Policy Directives

- A. CODE OF ETHICS
- B. ETHICS IN GOVERNMENT
- C. POLITICAL ACTIVITIES BY STATE OFFICERS AND EMPLOYEES
- D. NON-DISCRIMINATION IN GOVERNMENT ACTIVITIES/MEETINGS
- E. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION
- F. SEXUAL HARASSMENT
- G. SEXUAL ORIENTATION
- H. GRIEVANCE PROCEDURES
- I. USE OF HAND-HELD MOBILE TELEPHONE

A. CODE OF ETHICS

All New York State employees are bound by a Code of Ethics designed to prevent conflict between personal interests and official duties. A copy of the Code, taken from the Public Officers Law, is included as [Appendix IV](#).

B. ETHICS IN GOVERNMENT

The Ethics in Government Act (1987) represents a commitment to integrity and accountability in our government. The Act is designed to prevent conflict between personal interests and official duties of State officers and employees. The Act places limitations on outside activities by State policy-makers only. Rules governing outside activities are given in [Appendix VI](#).

C. POLITICAL ACTIVITIES BY STATE OFFICERS AND EMPLOYEES

While a New York State employee is not discouraged from participating in the political process, there must be a clear separation between his/her political activities and the proper discharge of duties as a State employee. No employee is to conduct political activities on paid State time. In addition, State equipment, vehicles and office space are to be used only for official business.

Further, an employee of New York State shall not use his/her official authority to influence the political action of any person. Nor shall appointment to or removal from an office, in any manner, be affected by one's political affiliations Section 107 of the Civil Service Law and

Sections 17-156 and 17-158 of the Election Law specify these prohibitions, copies of which are included as [Appendix XV](#).

D. NON-DISCRIMINATION IN GOVERNMENT ACTIVITIES/MEETINGS

Executive Order No. 17 directs that State officials and employees shall not sponsor, organize, attend or participate in any meeting or other activity, the purpose of which is related to State business, in any private establishment or facility which does not afford full membership rights and privileges to any person because of age, race, creed, color, national origin, sex, disability, or marital status. A copy of Executive Order No. 17 is included as [Appendix XX](#).

E. EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION

New York State's policy is that equal opportunity be assured in the State's personnel system and affirmative action provided in its administration, in accordance with the requirements of the State's Human Rights Law, the mandates of Title VII of the Federal Civil Rights Act, as amended, and the Governor's Executive Order No. 6 (1983). The Department of Civil Service is responsible for enforcing that policy and for developing comprehensive statewide affirmative action policies, goals, objectives, and implementation strategies. Each state agency is required to develop a written affirmative action program annually and include specific goals for the prompt achievement of full and equal employment opportunities for minorities, women, disabled persons, and Vietnam era veterans, at all occupational levels of State government. The Governor's Executive Committee for Affirmative Action advises the Governor and assists the President of the Civil Service Commission in the formulation, coordination, and effective implementation of all State departments' and agencies' affirmative action programs. A copy of Executive Order No. 6 is included as [Appendix VII](#).

F. SEXUAL HARASSMENT

Executive Order No. 19 declares that the State will not tolerate sexual harassment in the workplace. Sexual harassment is considered a form of employee misconduct. The State has served notice that it will impose sanctions on individuals engaging in such conduct and on supervisory and managerial personnel who knowingly allow such behavior to continue. Investigations into complaints of discrimination are conducted by the Affirmative Action Officer with particular regard for confidentiality. A copy of New York State's policy statement on sexual harassment, Executive Order No. 19, is included as [Appendix VIII](#).

G. SEXUAL ORIENTATION

Executive Order No. 28 asserts that all State agencies and departments shall prohibit discrimination based on sexual orientation in any matter related to State employment and shall not discriminate on such basis in the provision of services or benefits. Investigations into complaints of discrimination are conducted by the Affirmative Action Officer with particular regard for confidentiality. A copy of the Executive Order is included as [Appendix IX](#).

H. GRIEVANCE PROCEDURES

MANAGERIAL/CONFIDENTIAL EMPLOYEES (M/C)

Executive Order No. 42 establishes procedures for the submission, review, and settlement of M/C grievances. An M/C employee has the right to grieve matters free from interference, coercion, restraint, discrimination, or reprisal. An employee may present his or her case at each step established by the grievance procedure and is entitled to representation at each of these steps. A copy of the Executive Order is included as [Appendix X](#).

With the advent of collective negotiations between the state and employee organizations pursuant to the Public Employees' Fair Employment Act of 1967 negotiated agreements have been entered into which provide for grievance procedures. Such procedures covering all UUP employees are provided under Article 7 of the Agreement.

I. USE OF HAND-HELD MOBILE TELEPHONE

Executive Order #110 requires state employees conducting state business to refrain from using hand-held mobile telephones while operating motor vehicles on public highways. A copy of the Executive order is contained in [Appendix XIX](#).