

# **SPARTAN**

## **Public Transportation**

### **South Plains Community Action Association, Inc. (d.b.a. SPARTAN Transportation) Code of Conduct**

I.	Record Retention .....	3
II.	Fraud .....	3
III.	Equal Opportunity Employment .....	3
IV.	Sexual Harassment and Sexual Misconduct .....	3
V.	Conflicts of Interest.....	4
VI.	Personal Use of Organization's Property.....	4
VII.	Gifts and Honoraria.....	4

## Overview

This policy prescribes the standards of ethical conduct for all transit related employees of South Plains Community Action Association, Inc. (SPCAA) d.b.a. SPARTAN Transportation. All transit employees must familiarize themselves with this policy. All employees must abide by applicable federal and state laws, administrative rules, and this ethics policy. An employee who violates any provision of this conduct policy is subject to disciplinary actions up to and including termination. An employee who violates any applicable federal or state law or rule may be subject to civil or criminal penalties in addition to any disciplinary action.

All employees shall perform their official duties in a lawful, professional, and ethical manner; practice responsible stewardship of organizational resources, and report any conduct or activity that they believe to be in violation of this policy. Employees shall not knowingly make false or misleading statements, oral or written, in the course of the conducting the organization business. Employees shall not disclose confidential or sensitive organizational business information without prior written authorization.

## **I. Record Retention**

SPARTAN is committed to proper maintenance and retention of records. Records are defined broadly to include almost any type of business information, and the required retention period varies with the type of record. Falsifying records, deliberately concealing records, destroying records in bad faith, exploiting confidential information, or otherwise mishandling records is not acceptable.

Records will be retained and maintained according to the internal records retention policy, and all applicable laws and regulations.

## **II. Fraud**

Fraud is broadly defined, and may include any type of intentional deception for the purpose of personal or business gain or damage to an individual or organization. Examples of fraud include lying on an employment application, falsifying records, or providing false receipts for reimbursement from SPARTAN.

Employees must be good stewards of resources entrusted to them and exercise due diligence to prevent and detect criminal conduct and noncompliance with laws and policies. Employees must report suspected fraud, waste, abuse, or non-compliance to the appropriate supervisor or manager. Engaging in acts of fraud may result in civil or criminal liability.

## **III. Equal Opportunity Employment**

SPARTAN is an equal opportunity employer. It is SPARTAN's policy to promote and ensure equal employment opportunity for all persons regardless of race, color, disability, religion, sex, national origin, genetic information, or age. Discrimination will not be tolerated.

## **IV. Sexual Harassment and Sexual Misconduct**

SPARTAN does not tolerate any form of sexual harassment in the workplace. Sexual harassment may include sexual advances, sexual solicitation, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Sexual misconduct includes behavior that is short of sexual harassment, but nonetheless is unprofessional and inappropriate. Sexual misconduct is not permitted. All employees will treat one another and the general public with professionalism, respect, and fairness. Employees must conduct themselves with courtesy and restraint at all times on the job and whenever they may be perceived in any way as representing SPARTAN.

If an employee feels that they are being subjected to sexual harassment or sexual misconduct by any person in the workplace, or if an employee witnesses any incident that appears to be a violation of sexual harassment and sexual misconduct policies, the employee must report the incident to the appropriate supervisor or manager. Alternatively, if the subject of the employee's complaint is their supervisor or manager, they must report the complaint to the human resources division, a higher level supervisor or manager, or to the office responsible for internal investigations. Employees who report sexual harassment are protected against retaliation by state and federal laws.

Supervisors or managers who receive reports of sexual harassment or sexual misconduct must report the complaint(s) to the appropriate authorities, regardless of the form of the complaint ("formal" or "informal") or whether it precisely follows SPARTAN's complaint procedures. Supervisors and managers must keep accurate records of complaints and are responsible for taking appropriate action that actually stops the harassment or misconduct. Ignoring a report of sexual harassment or sexual misconduct is unacceptable.

## **V. Conflicts of Interest**

Conflict of interest is a situation in which an employee's private interest (usually financial or economic in nature) conflicts with or raises a reasonable question of conflict with their job-related duties and responsibilities. An employee that violates a conflict of interest law may face civil and/or criminal charges resulting in monetary fines or jail time.

An employee shall not:

- 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 SPARTAN's interest.
- 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.

## **VI. Personal Use of Organization's Property**

Property owned or leased by or entrusted to SPARTAN may be used only for acceptable business purposes. Any misuse or unauthorized use of business property is subject to disciplinary action, and may result in criminal liability.

## **VII. Gifts and Honoraria**

SPARTAN relies on its reputation and sound business practices for gaining and retaining business partners, not on the giving or receiving of gifts. Employees should always ask themselves whether it is appropriate to accept something from or give something to a person who wants, may want, or may be seen to want a favor within their authority. It is unethical to accept or give a gift that is meant to sway a decision in favor of the gift-giver. An honorarium is a payment in the form of money or other thing of value offered in exchange for services rendered voluntarily, usually for appearing at an event.