



**DMA Policy:** 3-0180  
**Name:** DMA STANDARDS OF CONDUCT  
**Reference:** State Ethics Policy  
**Reference:** Title 2, Chapter 2 MCA

**Approval Signature:** \_\_\_\_\_

**Effective Date:** September 1, 2008

**Last Revised:** June 23, 2015

It is the policy of the Department of Military Affairs (DMA) that all state employees carry out their duties for the benefit of the people of the state, and in accordance with the Department of Administration (DOA) State Ethics Policy.

### **DEFINITIONS**

For the purposes of this policy, the following definitions apply:

"Agency" means, as provided in section 2-18-101, MCA, a department (DMA), board, commission, office, bureau, institution, or unit of state government recognized in the state budget.

"Employee" means any employee of the Department of Military Affairs as defined in 2-18-701 MCA. This policy complies with 2-2-201 MCA for the following:

- a member of a quasi-judicial board or commission or of a board, commission, or committee with rulemaking authority; and
- a person under contract with the DMA.

"Management" means managers and Human Resources Officer in DMA.

### **EDUCATION REQUIREMENTS**

The DOA publishes the "Employers Guide to Standards of Conduct in Montana State Government" and DMA employees are expected to read the guide available at <http://hr.mt.gov/Portals/78/newdocs/guidesandforms/standardsofconductguide.pdf> as well as attend mandatory Ethics training every three years.

DMA will distribute this policy to all employees. Employees are responsible for reviewing, understanding and complying with DOA State Ethics Policy and DMA Standards of Conduct policy #3-0180. An employee who violates either policy may be subject to disciplinary action in accordance with the DOA Discipline policy.

Employees are to notify his/her supervisor once he/she becomes aware of a conflict or potential conflict. Some short term situations may arise that require the Administrator's immediate review. DMA employees must disclose conflicts or potential conflicts of interest to DMA Management before taking any action that might violate the policy. DMA Managers must submit the employee's disclosure to the appropriate Administrator who will forward the information to DMA HR Manager for review. DMA has a duty to investigate information reported or disclosed and determine the appropriate administrative action.

Any person who believes an employee violated the State Ethics policy and conduct shall inform DMA management of the alleged violation before filing a complaint with the Commissioner of Political Practices.

Employees shall abide by the code of ethics and standards of conduct found in 2-2-101 through 2-2-304 MCA at all times.

**REPORTING EVEN THE APPEARANCE OF IMPROPRIETY**

Montana law requires that an employee disclose in writing to the Commissioner of Political Practices any private interest that may create any conflict with the employee's public duties, including involvement with contracts, etc, before the employee takes any action that may impinge upon the public duty (2-2-131 MCA) <http://leg.mt.gov/bills/mca/2/2/2-2-131.htm> the disclosure must be in the manner required by that statute.

When any such disclosure is made, and before taking any official action, which may infringe on the employee's public duty, the employee must also report this information to DMA management.

**CLOSING**

All DMA state employees shall follow the provisions of this policy unless it conflicts with specific statutes or negotiated labor contracts which take precedence to the extent applicable.

**ACKNOWLEDGEMENT FORM**

I hereby acknowledge the receipt of the Department of Military Affairs Standards of Conduct policy #3-0180 and the Department of Administration's State Ethics Policy. I am aware it is my duty to read and understand the policy. I am also aware that failure to comply with the policy is cause for disciplinary action up to and including termination.

\_\_\_\_\_  
Employee's printed name

\_\_\_\_\_  
Employee ID number

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date