

# OFFICE OF POLICY AND MANAGEMENT

## NON-DISCLOSURE AND STANDARD OF CONDUCT FORM

### For Employees



Office of Policy and Management (OPM) employees must comply with the ethical rules set forth in Connecticut General Statutes §§ 1-79 through 1-86 and OPM's internal policies. OPM employees must review and familiarize themselves with these guidelines, and are strongly encouraged to visit the Office of State Ethics and OPM's websites to familiarize themselves with the controlling standards of conduct. A Guide to the Code of Ethics for Public Officials prepared by the Office of State Ethics, the Code of Ethics, and OPM's procedures are available over the internet/intranet. Hard copies of these documents are also available for review within OPM.

OPM employees must adhere to all of OPM's workplace practices and requirements, including, *inter alia*, the following standards:

- Acceptable Use of State Systems Policy and Addendum
- Affirmative Action Policy
- Data Breach Policy for the Office of Policy and Management
- Discrimination Complaint Procedure
- Disposition of Public Records
- Drug Free Workplace Policy
- Electronic and Voicemail Retention
- Electronic Monitoring Notice
- Employee Assistance Program Policy
- Ethics, Code of
- Ethics: Mission Statement and Policy of Ethical Conduct
- Family and Medical Leave Policy
- Family Violence Leave Policy
- Freedom of Information (FOI) Requests, Procedure to Respond to
- Individuals with Disabilities Policy Statement
- Media, Procedure to Respond to Requests from
- Meeting Notice Requirements for Boards and Commissions
- Mobile Computing and Storage Devices, Security
- OPM Attendance Guidelines
- OPM Professional Image Policy
- Personal Wireless Device Policy
- Political Activities of State Employees
- Pregnancy Discrimination and Accommodation in the Workplace
- Sexual Harassment Policy Statement
- Sexual Orientation Policy
- Signatory Authority
- Smoke Free Environment Policy
- State Resources, Use of
- Telecommunications Equipment Policy
- Violence in the Workplace Prevention Policy

Any OPM employee who violates any of OPM's policies or the Code of Ethics may be subject to immediate termination of their employment. Any questions concerning standards set by following codes and standards should be discussed with the Legal Office.

All data and records provided to an OPM employee by OPM and/or the State or developed internally by an OPM employee with regard to OPM and/or the State will be treated as proprietary to OPM and the State, and as confidential work product unless OPM agrees in writing to the contrary or as may otherwise be required by law. OPM employee agrees to forever hold in confidence all files, records, documents, or other information as designated, whether prepared by OPM or others, which may come into OPM employee's possession during the term of his/her employment, except where disclosure of such information by said employee is required by other governmental authority to ensure compliance with laws, rules, or regulations, and such disclosure will be limited to that actually so required. In addition, OPM employees agree to refrain from discussing confidential assignments with any persons not in employment with OPM. Where such disclosure is required, OPM employee will provide advance notice to OPM of the need for the disclosure and will not disclose absent consent from OPM. All data and records provided to OPM employee by OPM shall be returned to OPM at the end of such person's employment.

I have reviewed the above standards and understand my ethical and legal duties to OPM. I also understand that OPM has afforded me an opportunity to clarify any related issues pertaining to the controlling standards of conduct. I agree to adhere to the above standards and exercise the highest professional judgment in carrying out my employment responsibilities with OPM.

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OPM Employee

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Date

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Witness