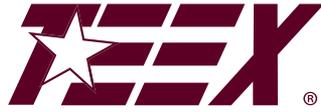


# Employee Code of Conduct

TEXAS A&M ENGINEERING



EXTENSION SERVICE

Safety - Teamwork - Adaptability - Respect - Stewardship





**Texas A&M Engineering Extension Service  
Headquarters Building**

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**Thank you for making a difference with  
your service and with your commitment to  
the principles of the TEEX Code of Conduct.**

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# Message From the Director

The Texas A&M Engineering Extension Service (TEEX) has a long tradition of excellence and commitment to ethical conduct.

The TEEX Code of Conduct provides a guide to the ethical standards we use to conduct our operations. However, it cannot cover every situation you may encounter, nor can it be a substitute for good judgment.

Please embrace and apply the basic principles of the code. When you are in doubt, ask your supervisor or manager for help. You may also consult with another trusted manager, TEEX Human Resources, or the TEEX Compliance Officer. You may make a report anonymously by phone or Internet using the Ethics Point Hotline. All reports made in good faith will be protected from retaliation.

Thank you for your dedication to those you serve and for the high personal standards you display in accomplishing the TEEX mission of making a difference by providing training, developing practical solutions, and saving lives.



*David Coatney, Director*

*Texas A&M Engineering Extension Service*

# Early Beginnings

*The leading object shall be . . . branches of learning as related to agricultural and the mechanical arts . . . in order to promote the liberal and practical education of the industrial classes in several pursuits and professions in life.*

*Morrill Land Grant Act, July 2, 1862*

TEEX can trace its roots back more than 150 years to the Land Grant College Act, or the Morrill Act of 1862, and a growing demand for agricultural and technical education in the United States. This led to the Agricultural and Mechanical College of Texas opening its doors on Oct. 4, 1876, the first public institution of higher learning in the state. Federal laws passed in the early 1900s led to the expansion of the land-grant mission into extension training and public vocational and technical education.

In 1919, A&M College began offering a Trade and Industrial Teacher Training Service for vocational trade and industrial teachers in Texas public schools. In 1923, courses were offered for foremen in methods of teaching job skills to new employees. The School of Vocational Teaching included the Department of Industrial Education, which was later transferred to the School of Engineering. Meanwhile, in 1929, the State Firemen's and Fire Marshals' Association and the Texas Legislature established a permanent firefighter training school in College Station, which was operated by the Chemistry Department at A&M College.

In the 1940s, the Industrial Extension Service was established at A&M College, initially offering extension programs, such as Water and Sewage Plant Operator Training, Peace Officer Training, Public Building Custodian Training and Vocational Industrial Teacher Training. By 1942, extension training was offered for linemen of the rural electric cooperatives. From 1941-1945, the Industrial Extension Service was involved in training for national defense and war industries, including a program to train local fire personnel to set up emergency fire control units. In the late 1940s, the Firemen Training School was transferred from the Chemistry Department to the Industrial Extension Service.

The Industrial Extension Service became the Texas Engineering Extension Service (TEEX) in 1948, as a member of the future Texas A&M University System. It was charged with providing occupational and technical training services to the citizens of Texas. In 2012, the name was changed to the Texas A&M Engineering Extension Service, and today the agency serves nearly 200,000 people each year, delivering emergency response, homeland security and workforce training, along with exercises, technical assistance and economic development. Programs include emergency services, infrastructure, safety, law enforcement, cybersecurity, product development and evaluation, economic and workforce development.



# TEEX Historical Timeline

Agricultural and  
Mechanical College of Texas  
opened, October 4, 1876



*Department of Extension tent  
headquarters, 1914*

Smith-Lever Act established  
extension agencies, May 8, 1914

Smith-Hughes Act established  
public vocational technical  
education, April 2, 1917

School of Vocational Training  
established, 1924

1860

Morrill Land-Grant College  
Act, July 2, 1862

1870



*A. & M. College of Texas, 1883*

1880

1890

1900

1910

Trade and Industrial Teacher  
Training Service, 1919

1920

State Firemen's and Fire Marshals'  
Association established Firemen's  
Training School, 1929

1930

Industrial Extension Training Service (IES) founded, August 1, 1940

1940

Fire Training School merged with IES, 1947

First Municipal Police School held, 1953

Brayton Fire Training Field established, 1960

1960



*Outdoor training class, c. 1960*

OSHA Training Institute Education Center established, 1994

Construction begins on Disaster City®, 1998

Municipal Fire Training School celebrates 75th anniversary, 2004

2000

A&M System Chancellor announced plans for RELLIS Campus, 2016

2010

2020



*Car extinguish, Hensel Park, c. 1940*

Texas A&M System established/ IES renamed Texas Engineering Extension Service (TEEX), July 9, 1948

1950

TEEX offers programs at Texas A&M Riverside Annex, 1962



*Structure extinguish, Brayton Fire Field, c. 1970*

1970

1980

1990

Texas Task Force 1 (TX-TF1) established, February 14, 1997

TX-TF1 deploys to the World Trade Center, September, 2001

TEEX becomes the Texas A&M Engineering Extension Service, September 1, 2012



## VISION STATEMENT

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**TEEX is an  
adaptive and innovative service  
agency making a difference  
worldwide.**

## MISSION STATEMENT

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**TEEX  
makes a difference by  
providing training,  
developing practical solutions,  
and saving lives.**

# STAR *of Service*



## VALUES

### **S**safety

*We place safety and well-being above all by focusing on prevention and response.*

### **T**eamwork

*We embrace collaboration and encourage involvement.*

### **A**daptability

*We rapidly adjust to the needs of our team members, our customers, and our environment.*

### **R**espect

*We value the unique skills and ideas of every individual.*

### **S**tewardship

*We commit to the wise management of our human, natural, and material resources.*



# TEEX Commitments

As employees of the **Texas A&M Engineering Extension Service (TEEX)**, we commit to ethical operations and integrity in all we do. The TEEX Code of Conduct incorporates the principles of The Texas A&M University System Policy 7.01 *Ethics*, and guides us in our commitments as we interact with groups that have a stake in our success. Our general principles of ethics are:

- Honesty, accountability, transparency, respect, and trust
- Integrity of the highest caliber
- Conduct that is indisputable and beyond reproach
- Openness and fairness
- A commitment to compliance

## Our Commitment to Each Other

We treat each other with respect and value the diverse backgrounds, talents, experience, and strengths of the TEEX workforce.

### ***Maintain a Discrimination Free Workplace***

**As TEEX employees, we will maintain a positive and diverse workplace free from discrimination and harassment. We will sustain a favorable workplace environment by:**

- supporting the concept of fairness and the value of diverse thoughts and opinions
- never discriminating on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity, in accordance with Texas A&M System Policy 08.01 *Civil Rights Protection and Compliance*
- strictly adhering to all state and federal laws and regulations, A&M System Policy 08.01 *Civil Rights Protections and Compliance*, and System Regulation 08.01.01 Civil Rights Compliance, and TEEX rules and procedures regarding sexual harassment
- never harassing, intimidating, or threatening other employees, the public, or customers
- stopping or reporting harassing, intimidating, or threatening behavior
- assisting others in growth and development
- sharing expertise

## ***Make Health and Safety a Priority***

**Safety goes beyond compliance. It is our statement to each other that we care about the well-being of our fellow employees, and those we serve. We will sustain a safe and healthy work environment by:**

- not allowing alcohol or other substance use or abuse to impair the performance of job duties and compromise safety
- being respectful and conscious of each other's safety and welfare
- reporting safety concerns immediately
- reporting any injury or workplace-related illness immediately

**Acts or threats of violence will not be tolerated.**

## ***Safeguard TEEEX, A&M System, Employee, Customer, and Partner Information***

- We only access sensitive information when authorized and necessary. We are committed to protecting all confidential, sensitive, or proprietary information to the extent allowed by law.

## ***Our Commitment to Fair Practices***

We act ethically and uphold the law. We will respect the intellectual property of others, including software, by obtaining proper licenses or copyright permission prior to use.

## ***Our Commitment to the Community***

We support the communities we serve and strive to enhance their quality of life. TEEEX supports the communities where we live and work by protecting the environment and participating in community charitable efforts. We enhance quality of life by giving individuals skills to provide their communities with safe drinking water, effective wastewater treatment, safe work environments, safer roadways, and reliable utilities. We work with communities to enhance economic development. Through law enforcement training, we prepare public safety professionals to serve their communities. Our public service announcements enhance safety and provide preparedness information. TEEEX trains emergency responders in the skills necessary to help their communities in emergencies. We provide emergency response via Texas A&M Task Force 1. The dedication to excellence by each TEEEX employee is necessary to meet our commitment to our communities



## **Our Commitment to TEEEX, Texas, and The Texas A&M University System**

All of our actions will reflect positively on TEEEX and The Texas A&M University System (A&M System). We will maintain the trust placed in us by the A&M System and the citizens of Texas.

### **We earn the confidence placed in us by:**

- managing records properly
- cooperating with audits and investigations
- promptly disclosing fraud, waste, abuse and corruption in accordance with A&M System Policy 10.02 *Control of Fraud, Waste and Abuse*
- avoiding any actions that would create the appearance that we are violating the law, A&M System policies and regulations, or TEEEX rules and procedures

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**Good ethical decisions are based upon thinking  
through the issue and using available resources.**

# Our Commitment to Customers and Those We Serve

## **We will serve our customers by:**

- honestly and ethically representing the agency's services.
- treating customers with courtesy, respect, and genuine efforts to meet their needs.
- providing high-quality training and services.
- not disclosing confidential information unless required by law.

## **We build and maintain customer trust through concern for the needs of our customers and delivery of high-quality training and services by:**

- Providing a safe and positive environment.
- Being honest, fair, and respectful of the rights of others.
- Demonstrating and requiring behaviors that ensure a learning environment free from harassment toward any individual based on sex, race, color, religion, national origin, age, disability, veteran status, sexual orientation, or gender identity. Report immediately to a supervisor any violations of this requirement.
- Refraining from instructing or providing professional services while under the influence of alcohol or illegal drugs.
- Not engaging in a relationship with a class participant, staff member, or third-party associated with the agency who is under the employee's authority or supervision. Violations result in immediate termination. Exemptions for such a consensual relationship may be granted only by the Agency Director and only in exceptional circumstances.
- Maintaining high standards of instructional excellence to include safeguarding the confidentiality of participant information and records from anyone other than the participant unless TEEEX has a written agreement to do so
- Not engaging in lewd or offensive behavior. This includes, but is not limited to, telling jokes that could be considered insulting, humiliating, or demeaning, or any language, behavior, or content that contains profanity, obscene gestures, or racial, religious, or ethnic slurs.
- Refraining from promoting personal, religious, or political opinions or beliefs in the classroom.
- Preserving the integrity of assessments by not sharing test questions or answers before an exam.
- Not deviating from the instructor guide provided by the agency for the instructor's specifically assigned course.
- Being aware that all written correspondence and communications, such as email or social media posts, are considered public record and are subject to public information requests and discovery.
- Recognizing the boundaries of our particular competencies and the limitations of our expertise. This includes providing instruction in only those areas for which we are qualified by training and experience.

# Basic Principles

## Purpose

The TEEEX Code of Conduct provides a guideline of behaviors we must follow to uphold our ethical standards. The code outlines how to resolve ethical dilemmas and provides contact information to use if you have questions or concerns.

## Applicability

The Texas A&M Engineering Extension Service (TEEX) Code of Conduct applies to all categories of TEEEX employees. We also expect everyone working on our behalf to adhere to these ethical standards.

## Our Responsibilities

As employees of TEEEX, we:

- are committed to following the TEEEX Code of Conduct
- will become familiar with and adhere to all applicable state, federal, and local laws and regulations, A&M System policies and regulations, and TEEEX rules and procedures that apply to our jobs
- are committed to being honest and ethical in our conduct and the performance of our duties
- will immediately report concerns of known or suspected misconduct
- certify annually to these principles

## Additional responsibilities for supervisors and managers

Leaders in TEEEX reinforce integrity-driven leadership by:

- acting as role models
- reinforcing the TEEEX Code of Conduct by ensuring employees understand expected behaviors
- creating a positive work environment that encourages raising questions and concerns
- monitoring employee work conduct to ensure compliance with the code of conduct
- never retaliating or ignoring acts of retaliation

Supervisors and managers who fail to report known violations—or violations they should have known about—may be subject to discipline, up to and including termination.

## Recognizing a Problem

The TEEEX Code of Conduct cannot address every problem. When facing an ethical dilemma, ask these questions:

- Is it legal?
- Do I believe it is the right thing to do?
- Does it follow code and policies?
- Would I want others to know of my actions?

If any answer is no — don't do it!

International dilemmas can pose unique challenges when another country's local law, custom, or practice conflicts with U.S. law, A&M System policies, and regulations, or this code. In such cases, contact one of the TEEEX resources located at the back of this code booklet, who will consult with A&M System General Counsel. In general, use the law, custom, or practice that is the most stringent.

## How Should I Seek Guidance and Report Concerns?

TEEX employees who either know of, or suspect, unethical or illegal conduct, have a responsibility to report the issue or seek guidance. Consider talking first with a supervisor or manager you feel comfortable with, the TEEEX Compliance Officer, or the TEEEX Director of Human Resources. The back page of the guide provides a listing of resources you may contact.

### *Making an Anonymous Report*

If you wish to make an anonymous report, you may do so by using the Risk, Fraud, and Misconduct Hotline listed on every A&M System member homepage, including the TEEEX homepage and the TEEEX employee portal homepage. For your convenience, the link is included below:

### *Risk, Fraud, and Misconduct Hotline (Ethics Point)*

[secure.ethicspoint.com/domain/media/en/gui/20495/](https://secure.ethicspoint.com/domain/media/en/gui/20495/)  
or 888.501.3850

### *What about Retaliation?*

- TEEEX, in accordance with A&M System Policy 08.01 *Civil Rights Protection and Compliance* and A&M System Regulation 10.02.01 *Control of Fraud, Waste and Abuse*, does not tolerate acts of retaliation against anyone who makes a good faith report of known or suspected ethical or legal misconduct. A “good faith” report is one where you have provided all of the information you have, and you believe the information to be true. Anyone who participates in investigations in good faith is also protected.



- If you believe you have experienced retaliation, report it immediately. You may make a report to a trusted manager, the TEEEX Deputy Director, or the TEEEX Compliance Officer. You may also make a report to the A&M System Internal Auditor, or on Ethics Point.
- Individuals who retaliate may be subject to discipline up to and including termination.

### ***What are the consequences for violating the code?***

TEEX exists to serve Texas and the Nation. Violations of the Code of Conduct may involve serious consequences, up to and including termination. It is also possible that some violations may place the individual in jeopardy of civil or criminal liability.

## **Safeguarding Texas, the A&M System, and TEEEX Assets**

### ***Public Trust.***

We will safeguard that trust by:

- protecting and conserving Texas, A&M System, and TEEEX resources and not using them for unauthorized activities
- efficiently using publicly owned resources, facilities, vehicles, and equipment and protecting them from misuse and theft
- exercising total integrity when requesting reimbursement for travel or other expenses
- following export control procedures
- accurately reporting time worked

### ***Proper Use of Information Resources***

The ability to utilize technology for information is critical to our mission. We will meet our responsibilities for proper Information Technology (IT) use by:

- responsibly using social networking, electronic communications, or other media technology opportunities in a manner that does not discredit, dishonor, or embarrass the A&M System or TEEEX
- understanding that failure to resolve or report inappropriate media usage equates to condoning the behavior
- never using media and IT resources to spread profanity, derogatory remarks, discriminating or harassing comments, threatening or abusive language, or inappropriate, sexually explicit, or offensive statements
- not viewing or disseminating sexually explicit or offensive materials on A&M System or TEEEX IT resources

- having no expectation of privacy when using TEEEX, A&M System, or State technologies
- complying fully with the details of IT resource use found in TEEEX Standard Administrative Procedure (SAP) Information Resources-Acceptable Use
- using assets owned by TEEEX or other state entities only for official TEEEX business and within the scope of the employee's duties

### ***Avoiding Conflict of Interest***

A conflict of interest, or even the perception of a conflict of interest, undermines confidence and compromises our mission. A “conflict of interest” is when a personal or family interest interferes with our ability to make objective decisions. As TEEEX employees, we will avoid a conflict of interest situation by:

- never proposing or accepting personal rewards, special privileges, benefits, advancement, honor or gifts, or any other actions that may create a conflict of interest or appearance of a conflict of interest
- not engaging in outside employment or activities, including seeking or negotiating for employment, that conflict with official duties and responsibilities
- not holding financial interests that are in conflict with the conscientious performance of official duties and responsibilities
- not engaging in any financial transaction in order to further any private interest by using nonpublic information obtained in the course of employment
- not using TEEEX positions, equipment, or resources for personal gain
- avoiding financial investments, outside employment, outside business interests, or activities that conflict with or are enhanced by an official position or have the potential to create the perception of impropriety
- promptly disclosing a situation that could be a conflict of interest

### ***Protecting the Image and Reputation of TEEEX and The Texas A&M University System***

Each individual TEEEX employee will help build the image and reputation of TEEEX and the A&M System by:

- not making unauthorized commitments or promises of any kind purporting to bind the A&M System or TEEEX
- acting impartially and not giving preferential treatment to any private or public organization or individual
- conducting personal affairs in a manner that does not improperly influence the performance of duties, or bring discredit to TEEEX
- avoiding interactions with students both in and outside of the classroom that would lead to negative student perceptions of TEEEX or the A&M System
- not accepting gifts and entertainment that exceed the value established in A&M System Policy 07.04 *Benefits, Gifts and Honoraria*



### ***Amending the Code***

Requests to amend the code may be submitted to the Compliance Officer. The Ethics and Compliance Committee will review requests and make a recommendation to the Agency Director. Final approval of amendments will be made by the Agency Director. The Agency cannot amend items that are part of A&M System Policy 07.01 *Ethics*.

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**Leading with integrity and operating ethically will allow us to meet our commitments to our fellow employees, our customers, the marketplace, the community, and The Texas A&M University System.**

# Contact Information

## TEEX Ethics and Compliance Officer

**Mark Posada**

Room 2051 A  
200 Technology Way  
College Station, Texas 77845-7896  
979.458.6807

[mark.posada@teex.tamu.edu](mailto:mark.posada@teex.tamu.edu)

## TEEX Title IX Coordinator

**Karen Dixon**

Room 2050A  
200 Technology Way  
College Station, Texas 77845-7896  
979.458.6821

[karen.dixon@teex.tamu.edu](mailto:karen.dixon@teex.tamu.edu)

## TEEX Director of Human Resources and Point of Contact for Discrimination Issues

**Brian Payne**

Room 2053A  
200 Technology Way  
College Station, Texas 77845-7896  
979.458.6845

[brian.payne@teex.tamu.edu](mailto:brian.payne@teex.tamu.edu)

## TEEX Deputy Director

**Al Davis**

Room 2061  
200 Technology Way  
College Station, Texas 77845-7896  
979.458.6846

[alphonse.davis@teex.tamu.edu](mailto:alphonse.davis@teex.tamu.edu)

## TEEX Chief Information Officer

**Vince Riggins**

Room 2052A  
200 Technology Way  
College Station, Texas 77845-7896  
979.458.6854

[vince.riggins@teex.tamu.edu](mailto:vince.riggins@teex.tamu.edu)

## TEEX Chief Financial Officer

**Charley Todd**

Room 2014  
200 Technology Way  
College Station, Texas 77845-7896  
979.458.6940

[charley.todd@teex.tamu.edu](mailto:charley.todd@teex.tamu.edu)

## A&M System Ethics and Compliance Officer

**Janet Gordon**

979.458.6008

[janetgordon@tamus.edu](mailto:janetgordon@tamus.edu)

## Risk, Fraud and Misconduct Hotline (Ethics Point)

[secure.ethicspoint.com/domain/media/en/gui/20495/](https://secure.ethicspoint.com/domain/media/en/gui/20495/)

888.501.3850

## A&M System Internal Audit

[tamus.edu/iaudit](https://tamus.edu/iaudit)

979.458.7100

## Texas State Auditor's Office

[sao.fraud.state.tx.us](https://sao.fraud.state.tx.us)

800.892.8348





200 Technology Way  
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