



EthicsPoint

CODE OF CONDUCT

All employees help TEEX maintain high organizational standards and build trust in our agency.

OUR COMMITMENT AS TEEANS IS TO:

- Create an environment that is respectful, supportive of differences, and promotes inclusion
- Treat all people with dignity and respect
- Represent the agency's services honestly and ethically
- Provide the highest quality training and services

AS SUCH, WE ARE EXPECTED TO:

- ✔ Contribute to a safe and positive environment.
- ✔ Be honest, fair, and respectful of others.
- ✔ Refrain from harassment or discrimination of any individual based on sex, race, color, religion, national origin, age, disability, veteran status, sexual orientation, or gender identity. This includes avoiding language, behavior, or jokes that may be considered profane, obscene, humiliating, demeaning, or offensive.
- ✔ Maintain a civil and productive environment by not engaging in shouting, personal attacks or insults delivered either face-to-face or indirectly through others, throwing objects, slamming doors, or other physical displays of temper.
- ✔ Refrain from providing services and/or using equipment while under the influence of alcohol or impaired by drugs, be they illicit, over-the-counter, or prescribed.
- ✔ Not engage in an amorous, romantic, or sexual relationship with a class participant, staff member, or third party associated with the agency who is under the employee's authority or supervision. Exemptions for a consensual relationship may be granted only by the Agency Director and only in exceptional circumstances.
- ✔ Represent TEEX professionally and recognize that all workplace communications (whether email, instant messaging, or TEEX social media) is discoverable and public information.
- ✔ Avoid any actions that would create the appearance of violating the law, system policies and regulations, or agency rules and procedures.