









- v. Rewards and prizes open to the general public or all public employees;
- vi. Plaques or mementos recognizing service;
- vii. Gifts from extended family members or personal friends;
- viii. Small efforts of common courtesy or other services of nominal monetary value such as meeting refreshments, pens/pencils, computer mouse pads, or post-it notes with logos;
- ix. Funeral flowers or memorials; or
- x. Attendance or participation at events sponsored by another governmental entity or a group for which the State Board of Education has responsibility.

#### *Driving*

1. If an employee drives a vehicle as part of assigned duties, the employee shall:
  - a. Have a current, valid Utah driver's license;
  - b. Complete the driver's safety course once per year as required by the Division of Risk Management; and
  - c. Promptly report any driver's license suspension or revocation to their supervisor.

#### *Reporting and Violations*

1. Employees may consult their immediate supervisor, any other supervisor in their direct chain of command, or the Division of Human Resource Management regarding legal, ethical, or personal benefit questions.
2. If an employee is concerned about a potential violation of this policy, they may report it verbally or in writing to their immediate supervisor, any other supervisor in their direct chain of command, or the Division of Human Resource Management.
3. Reports may be submitted by any employee, witness, volunteer, or other individual.
4. Any supervisor who has knowledge of unethical behavior shall take immediate, appropriate action in consultation with DHRM and shall document the action.
5. Any violation of this policy may result in disciplinary and/or legal action, as appropriate. Violations of this policy will be investigated and handled in accordance with the USBE's established disciplinary procedures.

#### **IV. HISTORY:**

This policy supersedes the former Code of Ethics policy that was established March 12, 2018, and the Code of Conduct policy that was established February 7, 2018.