

**ARKANSAS FORESTRY COMMISSION
STANDARDS OF CONDUCT AND DISCIPLINARY POLICY
ACKNOWLEDGEMENT**

The Arkansas Forestry Commission (AFC) is responsible as a public service agency for the protection and sustainability of Arkansas' forests.

In the performance of duties related to this responsibility, the AFC expects, and the public demands, exemplary conduct of all AFC employees.

It is the policy of the AFC to be fair, sympathetic, impartial, and consistent of all actions affecting employees. Supervisors will take disciplinary action for willful or inexcusable breaches of AFC rules.

The following standards provide inflexible guides of conduct in areas in which actions of individuals might be detrimental to the reputation of the AFC or impede its ability to carry out its mission.

While the following Standards of Conduct apply to all AFC employees, those employees designated as emergency response must be able to assume full responsibility for their actions and duties when scheduled for subject-to-call.

While obedience of the AFC Standards of Conduct is mandatory, employees must be cognizant of the fact that rules to cover every conceivable circumstance can never be developed. For this reason it is incumbent upon employees to be guided at all times by reasonableness and common sense in the performance to their duties and in their dealings with the public and their fellow employees.

STANDARDS OF CONDUCT

1. No AFC employee shall use his/her position to secure special privileges or exemptions for the employee, spouse, child, parents or other persons as defined in the Nepotism Policy (Section 65), or for those with whom he/she has a financial relationship.
2. No AFC employee shall disclose to any unauthorized person any information acquired by him/her by reason of job position which is declared by law or regulation to be confidential, nor shall he/she otherwise use such information for personal gain or benefit.
3. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on AFC premises, to include state vehicles and to include off premise while the employee is on duty or while off duty in uniform.
4. The term "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs, which have a high potential for abuse. Such drugs include, but are not limited to, Heroin, Marijuana, Cocaine, PCP, and "Crack". They also include "legal drugs" which are not prescribed by a licensed physician.

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5. All AFC employees shall abstain from the use of alcoholic beverages or drugs while on duty, or while off duty if in uniform. No AFC employee shall report for duty, emergency or otherwise, after consumption of alcoholic beverages or use of illegal drugs.
6. An employee shall notify the employer of any criminal drug statute conviction no later than five (5) days after such conviction. Employees violating this standard are subject to immediate dismissal.
7. No AFC employee shall publicly criticize or ridicule the AFC operations, its policies or other AFC members by talking, writing or other expression in any manner which would tend to impair AFC operation by substantially interfering with its efficiency; interfering with the ability of supervisors to maintain discipline; or which is made with reckless disregard for truth or falsity.
8. Employees wearing the AFC uniform shall wear the standard regulation uniform and shall not wear any part of the uniform with regular clothing, i.e...uniform shirt with blue jeans.
9. Employees are encouraged to use good judgment and discretion in their dress and appearance; and shall dress while on duty in a manner to promote the image of a professional public servant.
10. AFC employees shall not willfully mistreat or use unnecessary force toward any person.
11. AFC funds shall not be used or converted by any employee for an employee's use and/or benefit.
12. No property, equipment, or vehicles shall be used or converted by any employee for an employee's use and/or benefit without State Forester approval and appropriate reimbursement to the AFC.
13. AFC employees shall not threaten, intimidate, coerce or interfere with the rightful and lawful management of the AFC.
14. AFC employees shall not intentionally disobey or refuse to carry out reasonable instructions.
15. AFC employees shall not intentionally falsify statements or material facts in connection with work, employment applications, attendance, or in any report, investigation or other proceedings.

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- 16. AFC employees shall not willfully neglect AFC safety practices, procedures, and policies and shall take precautions as dictated by the circumstances.
- 17. AFC employees shall comply with proper electronic procedures as dictated by law and AFC Policy and Procedure.
- 18. AFC employees are conspicuous state government representatives. An employee's conduct is closely scrutinized; and when his/her actions are found to be excessive, unwarranted, or unjustified, they are criticized far more severely than comparable conduct of persons in other occupations.
- 19. Since the conduct of an employee, on or off-duty, may reflect upon the AFC, all AFC employees must at all times conduct themselves in a manner which does not impair AFC operations or morale or cause the public to lose confidence in the AFC.

ACKNOWLEDGEMENT

I have read and understand that the preceding Standards of Conduct are conditions of employment and accept this job under those conditions. I understand that this is not an employment contract, but is instead intended to provide certain guidelines and procedures regarding employment.

The AFC expects that all employees conform to AFC policies and procedures. Employment and compensation can be terminated, with or without cause, and with or without notice, at any time, at the option of either the AFC or the employee. No representative of the AFC has authority to enter any agreement for employment for any specified period, or make any agreement contrary to AFC Policy §1, paragraph 3. The AFC is an "employment at will" employer.

Employee Signature

Date