

R922-1. Purpose: To outline the Commissioner's Office policy toward the personal conduct of Commissioner's Office personnel.

R922-2. References

- 2.1. Utah Code [§53B-1-106](#) (Appointment of Commissioner's Staff)
- 2.2. Utah Code [Title 26, Chapter 38](#) (Utah Indoor Clean Air Act)
- 2.3. Policy and Procedures [R141](#), Duties of the Commissioner of Higher Education
- 2.4. Policy and Procedures [R964](#), Disciplinary Actions and Dismissal of Staff Employees

R922-3. Policy

- 3.1. **Personnel Represent Office:** Personnel should represent the Commissioner's Office at their best at all times. The impression an outside individual has of the Commissioner's Office may greatly be determined by the actions of its personnel. Individuals should take pride in their personal appearance. Punctuality, willingness to be of service, good taste, and courtesy should be observed at all times.
- 3.2. **Confidentiality:** Personnel should keep Commissioner's Office business out of social conversation. The confidential affairs of the Commissioner's Office are not proper subjects for outside discussions.
- 3.3. **Conduct in Office:** Gambling, the drinking of intoxicating liquor or beer, and disorderly conduct of any kind are forbidden in the Commissioner's Office.
- 3.4. **Smoking:** Smoking in the Commissioner's Office is not permitted under authority vested by the [Utah Indoor Clean Air Act](#). Smoking within twenty-five feet of a building entrance is prohibited.
- 3.5. **Workplace Safety:** Every OCHE employee has a right to feel safe in the workplace, free from violence, fear of violence, threats, or intimidation.
 - 3.5.1. No OCHE employee may engage in speech, conduct or behavior, whether intentional or unintentional, which causes harm or injury to another person or creates a threat to, intimidation of, or fear of violence in another person in the Commissioner's Office.
- 3.6. **Sanctions:** An employee may be subject to disciplinary action for violation of this policy, as provided in [R964](#).

¹ Adopted July 19, 1983, amended June 3, 1986 and March 18, 2005.