

B. EMPLOYEE RESPONSIBILITY AND CONDUCT

Port employees shall conduct their affairs and actions in a manner that will be a credit to themselves and to the Port. In matters of general conduct not within the scope of these personnel rules, employees will be governed by rules of good moral behavior observed by law abiding citizens.

GENERAL CONDUCT PREJUDICIAL TO THE COMMISSION

Employees shall avoid any action which might result in, or create the appearance of:

1. Using public office or employment for private gain
2. Giving preferential treatment to any person
3. Impeding the Commission's efficiency or economy
4. Losing complete independence or impartiality
5. Diminishing the public's confidence in the integrity of the Commission

PERFORMANCE OF DUTY

1. Employees shall carry out all duties in accordance with accompanying instructions or the reasonable standards of performance for their position and grade within reasonable time limits using reasonably available and proper means in an accurate and conscientious manner.
2. Employees shall not interfere with other employees in the performance of such other employees' duties and shall conduct their relations with other employees in such a manner as to not cause dissension or discord among employees or disrupt the conduct of Port business.
3. Employees shall observe designated duty hours and be punctual in reporting to work.
4. Employees shall gain authorization prior to any absence from work. In the case of illness or emergency, employees shall notify their supervisor as soon as possible.
5. Supervisory personnel shall ensure that employees under their supervision conduct themselves in accordance with the above provisions. Moreover, supervisors shall prevent the development of situations in their respective areas of responsibility that may disrupt the conduct of Port business.

6. In addition to the provisions of this policy manual, employees shall follow the guidelines set by their departments in matters not specifically addressed herein.

CONFLICT OF INTEREST

1. A conflict of interest exists when an employee's private interest (usually of a financial nature) conflicts or interferes with or reasonably appears to conflict or interfere with, the ability to objectively, impartially and efficiently perform his duties.
2. Employees may, with prior approval of the Executive Director, engage in private business unless their pursuit of said private business would be incompatible with the full and proper discharge of the duties and responsibilities of their employment with the Commission. Any private endeavor which might encourage a reasonable presumption or inference of a conflict is prohibited.
3. Acceptance of a fee, compensation, gift, gratuity, favor or anything of monetary value where such acceptance may result in, or create the appearance of, a conflict of interest is prohibited.

GENERAL CONDUCT PREJUDICIAL TO COMMISSION PROPERTY

1. Employees shall not alter any official record without proper authorization from the Executive Director.
2. Employees shall not remove or conceal any official record.
3. Employees may only destroy official records in accordance with the record retention policy.
4. Employees shall conserve, protect and care for any money, property or other thing of value owned or leased by the Greater Lafourche Port Commission.
5. Employees shall not use or authorize the use of any Port owned or leased property, or other thing of value for purposes other than those directly related to the business of the Commission unless authorized in advance by the Board of Commissioners or Executive Director.
6. Employees shall not directly or indirectly purchase or submit a bid for purchase of any Port property.