

Attachment J-1

Standards of Conduct

In the performance of their duties, all individuals assigned to the task order shall adhere to the standards of conduct and performance set forth in 41 CFR 101-20 (made part of this task order by reference).

In 41 CFR 101-20.3 there is guidance on developing a standard for employees under this task order. Also, a minimum code of conduct is set forth below to provide guidance in achieving a greater individual standard. Each Contractor employee assigned to this task order shall:

- (1) Be courteous and demonstrate good manners toward all CSOSA employees, residents and the public.
- (2) Maintain a respectful and helpful attitude in all endeavors.
- (3) Maintain a neat, clean, and business like appearance and comply with dress standards while on duty.
- (4) Report to work physically fit and mentally alert. Personnel feeling otherwise shall make appropriate notification to the appropriate supervisor and request necessary relief or instructions.
- (5) Report any circumstances that may adversely affect performance on a particular assignment to their immediate supervisor, prior to the assignment.
- (6) If a Contractor employee should be detained or become aware that they are under investigation, by any federal, state or local agency, for any legal or ethical violation, they must report this to the Contractor, no later than the next working day. The Contractor shall immediately report the incident to the COR.
- (7) Neither engage in discussions concerning CSOSA internal matters, policies, grievances, or personalities; nor discussions of financial, personal, or family matters with CSOSA employees, RSC resident's family members, the public, or any known associates of the above.
- (8) Neither entertain, socialize, or enter into business arrangements with, nor give legal advice or grant special favors to, CSOSA employees, RSC residents, family members, and friends of the above.
- (9) Contractor personnel performing work on-site at the CSOSA RSC shall not consume any controlled substances as defined in schedules I through V of section 202 of the Controlled Substances Act, 21, U.S.C. 812. Except in an

official capacity, not possess narcotics, dangerous drugs, controlled substances, or marijuana either on or off duty. Abstain from the consumption and possession of alcoholic beverages while on duty. Not report for duty or work under the influence of intoxicants or drugs. Do not report for duty or work under any condition that impairs the ability to perform as expected.

- (10) Not accept or solicit gifts, favors, or bribes in connection with official duties.
- (11) Not allow CSOSA employees, RSC residents, or their family members and friends into their home or living quarters (temporary or permanent).
- (12) Not visit the RSC during non-duty hours or allow family members and friends to visit the RSC or other RSC operational areas. An exception may be requested in writing from the COR.
- (13) Not gamble or enter into games of chance with RSC residents or CSOSA employees. Not gamble or unlawfully bet or promote gambling on CSOSA owned or leased premises.
- (14) Not disclose any official information, except to the COR or authorized senior official, or make any news or press releases. Press inquiries must be brought to the attention of the COR. This does not prohibit protected whistle blowing activities or protected union activities.
- (15) Refrain from discussions concerning duty assignment, particularly manpower, security precautions, or procedures, except with those persons having a need to know.
- (16) Comply with applicable laws both on and off duty.
- (17) Not knowingly give false or misleading statements or conceal material facts in connection with employment, promotion, travel voucher, any record, investigation, or other proper proceeding.
- (18) Not discriminate against or sexually harass members of the public, RSC residents, CSOSA employees, or other employees or engage in any prohibited personnel practices.
- (19) Ensure that financial obligations are met.
- (20) Not use official identification for other than official purposes.
- (21) Abide by all ethical standards of CSOSA regarding conflict of interest, outside activities, gifts and use of federal property. Not accept or solicit gifts, favors, or bribes in connection with official duties.

- (22) Not bid on or purchase in any manner, directly or through an agent, any property being offered for sale by CSOSA or by others serving on behalf of CSOSA.
- (23) Refrain from any activity that would adversely affect the reputation of CSOSA.
- (24) Avoid personal and business associations with persons known to be convicted felons or persons known to be connected with criminal activities. This does not apply to immediate family members so long as notification is made to the COR. It is the responsibility of the Contractor employees to report any relationship (to include friendships, family relationships (i.e. relatives), spouses/cohabitants, parental relationships, etc.) with a known RSC resident immediately to the Contractor who shall immediately notify the CO or COR. The Contractor shall not assign employees to the RSC who have any of the above named relationships. If the Contractor becomes aware of any relationship after an assignment to the RSC is made, the Contractor shall immediately remove the employee from this task order.
- (25) Avoid any criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct; habitual use of intoxicants to excess or non-prescription drugs.
- (26) Always demonstrate the highest standards of personal and moral conduct normally expected of law enforcement officers.
- (27) Not operate a Government vehicle, or any other vehicle while on Government business, in an improper manner or under the influence of intoxicants or drugs.
- (28) Not misuse official authority, credentials, communications equipment, or weapon(s).
- (29) Not make statements about fellow employees or officials, with knowledge of the falseness of the statement or with reckless disregard of the truth.
- (30) Report violations of prescribed rules, regulations and any violations of statute or law to appropriate supervisor and/or the COR.
- (31) Not violate security procedures or regulations.
- (32) Not close or desert the medical services unit prior to scheduled closure unless directed to do so or permission is received from the Contractor or RSC COR or RSC Director.
- (33) Always perform assignments in accordance with prescribed regulations to the best of personal ability and in accordance with safe and secure working procedures and practices.

- (34) Do not fail, unnecessarily delay, or refuse to carry out a proper order of a supervisor or other official having responsibility for medical services.
- (35) Do not possess, use, lose, damage, or otherwise take CSOSA property or the property of others without authorization of the COR.
- (38) Conduct only official business on CSOSA property.
- (39) Refrain from neglecting duties. This includes sleeping on duty, unreasonable delays or failures to carry out assigned tasks, conducting personal affairs during duty hours, and refusing to render assistance or cooperate in upholding the integrity of the medical services.
- (40) Refrain from use of abusive or offensive language, quarreling, intimidation by words, actions, fighting and participation in disruptive activities that interfere with normal and efficient RSC operations.
- (41) The Contractor's employees shall only answer and make official business calls on telephones located at official posts.
- (42) The Contractor shall comply with CSOSA's Information Security Regulations, as well as attend annual IT and Security Training.