The State of Maryland

Executive Department

EXECUTIVE ORDER
01.01.2015.07
(Rescinds Executive Order 01.01.2007.01)

Standards Of Conduct For Executive Branch Employees And Reporting Of Misconduct

WHEREAS, Everyone who enters into public service for the State of Maryland has a duty to maintain the highest standards of integrity in Government;

WHEREAS, Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain;

WHEREAS, Marylanders have the right to expect honest and honorable conduct in the performance of State business, free of the existence or perception of any corruption or other misconduct;

WHEREAS, It is imperative that any criminal or unethical conduct by any State employee or contractor be promptly reported to the appropriate authorities for investigation; and

WHEREAS, All Maryland State employees, regardless of position or pay, and all State contractors should act in accordance with both letter and spirit of the laws and regulations of this State.

NOW, THEREFORE, I, LAWRENCE J. HOGAN, JR., GOVERNOR OF THE STATE OF MARYLAND, BY VIRTUE OF THE AUTHORITY VESTED IN ME BY THE CONSTITUTION AND LAWS OF MARYLAND, HEREBY RESCIND EXECUTIVE ORDER 01.01.2007.01 AND PROCLAIM THE FOLLOWING EXECUTIVE ORDER, EFFECTIVE IMMEDIATELY:

A. An employee shall not, except as permitted by applicable law or regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially

affected by the performance or nonperformance of the employee's duties.

B. Employees shall exhibit exemplary conduct and use honest efforts in the performance of their duties.

C. Employees shall not hold financial interests that conflict with the conscientious performance of duty.

D. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.

E. Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.

F. Employees shall act impartially and not give preferential treatment to any private organization or individual.

G. Employees shall protect and conserve State property and shall not use it for other than authorized activities.

H. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, which conflict with official Government duties and responsibilities.

I. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

J. Employees shall satisfy in good faith their civic and legal obligations, including payment of federal, State, or local taxes that are imposed by law.

K. Employees shall adhere to all applicable laws and regulations that provide equal opportunity for all Marylanders regardless of race, color, religion, gender, national origin, age, disability, or sexual orientation.

L. Employees shall endeavor to avoid any actions creating the appearance of any impropriety or that violate applicable laws, regulations, and ethical standards.

M. Employees shall conduct intra-agency and interagency relations with civility, collaboration, and cooperation. These

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same principles shall apply to interactions with officials and employees of the legislative and judicial branches.

N. Upon leaving state service, executive branch employees shall be bound by the restrictions of the Annotated Code of Maryland, State Government Article, Section 15-504, with respect to lobbying and other forms of representation.

O. All departments and agencies of the State shall immediately refer to the Principal or Deputy Counsel of the department or agency or to the Deputy Attorney General with supervisory responsibility for the Attorney General's Criminal Investigations Division, any instance of possible criminal or unethical conduct by any employee or contractor of this State, for such action as the Office of the Attorney General deems appropriate. All departments and agencies shall also immediately advise the Chief Legal Counsel to the Governor of any such referrals.

P. All departments and agencies shall require each employee to report to the Secretary or Director of such department or agency as to any arrest of an employee and as to each legal proceeding in which an employee is involved, as a party or otherwise, if the arrest or legal proceeding affects, or reflects on, the employee's job fitness or performance.

Q. Consistent with all applicable substantive and procedural laws, violations of this Executive Order are grounds for employee disciplinary action, including termination from State employment.

GIVEN Under My Hand and the Great Seal of the State of Maryland, in the City of Annapolis, this 21st Day of January, 2015

Lawrence J. Hogan, Jr.
Governor

ATTEST:

John C. Wobensmith
Acting Secretary of State

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