

Purpose: To inform employees of the federal policy on professional office and public conduct.

Expiration Date: September 30, 2012

As an employee for the Natural Resources Conservation Service, you are expected to act professionally when performing your duties. Employees are prohibited from displaying discourteous conduct or disrespect through verbal, written/email communication to a co-worker, another federal employee or a member of the public when acting in an official capacity. The use of telecommunications equipment and services, including electronic messaging, by all USDA employees shall be in accordance with the requirement of 5 C.F.R., Part 2635, Subpart G, Section 704, and (a) Standard. An employee has a duty to protect and conserve Government property, and shall not use such property, or allow its use, for other than authorized purposes. I expect all employees to be respectful and professional when communicating with supervisors, co-workers and other customers.

Contact. If you have any questions or concerns, please contact Brian Vigue, State Administrative Officer at (207)990-9567 or email brian.vigue@me.usda.gov.



RICHARD P. ELLSMORE
State Conservationist

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