



# Executive Policy

## Chapter 1: Executive Policy and Procedure

## Policy 1-39

*Resource Contact:* Employee Services Director

*Effective:* August 27, 1990

*References:* Article 8, Section 5,  
State Constitution;  
RCW 42.52.160  
WAC 292-110-010  
Executive Ethics Board  
Frequently Asked Questions

*Revised:* August 29, 2002

## Prohibiting Private Use of State Resources

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**Purpose:** To ensure compliance with State Law and to outline Ecology's position regarding the use of state resources.

**Application:** This policy applies to all employees.

### 1. State Funds, Equipment, Supplies, Facilities and Other Resources Are For State Business Only.

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Employees may not use state resources including any person, money or property under the employee's official control or direction for private benefit or gain of the employee or any other person.

### 2. Occasional and Limited Use of State Resources is Allowed in Some Circumstances.

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Notwithstanding the prohibition stated in paragraph 1, employees may make occasional but limited use of state resources only if each of the following conditions is met:

- A. There is little or no cost to the state;
- B. The use of state resources does not interfere with the performance of the officer's or employee's official duties;
- C. The use is brief in duration and occurs infrequently;
- D. The use does not disrupt or distract from the conduct of state business due to volume or frequency;
- E. The use does not disrupt other state employees and does not obligate them to make a personal use of state resources; and
- F. The use does not compromise the security or integrity of state property, information or software.

The Director may authorize a use that promotes organizational effectiveness or enhances the job-related skills of a state officer or state employee.

### **3. Use of Any State Resources is Strictly Prohibited in Specific Circumstances.**

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Prohibited uses include the following:

- A. Any use for the purpose of conducting an outside business.
- B. A use for the purpose of supporting, promoting, or soliciting for an outside organization or group unless provided for by law or authorized by an agency head or designee.
- C. Any campaign or political use.
- D. Commercial uses such as advertising or selling.
- E. Accessing, downloading, or disseminating any information that a reasonable person would deem inappropriate for the workplace, such as pornography or racist material.
- F. Using agency distribution lists to send non-work-related e-mail.
- G. Accessing non-business related networks, chatrooms and/or bulletin boards.
- H. Any illegal activity.
- I. Instant messaging.

### **4. Internet Activity Requiring Excessive Band Width is Prohibited.**

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There are a number of activities that use excessive band-width, and therefore compromise the agency network and business activities. Employees are prohibited from downloading music, watching/listening to sporting events live, and other such non-business activities that require excessive band width, even if the use is brief in duration or occurs infrequently.

### **5. Fund-Raising for Charitable Organizations is Authorized by the Director in Some Circumstances.**

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Notwithstanding the criteria in paragraphs 1 and 2 of this policy, employees may participate in fund-raising activities in a state-owned or leased facility subject to all the following conditions:

- A. The activity is in the interest of a charitable organization.
- B. The employee is not directly soliciting co-workers for support of his/her preferred charitable organization.
- C. Participation in such activities does not interfere with the normal transaction of state business.
- D. Employees comply with any health regulations relating to the sale of food items.
- E. The activity is authorized by the Director (form ECY 010-80 must be completed).

All advertising and fund-raising for private purposes are prohibited in these facilities, with the exception of items posted on designated bulletin boards.

**6. Attachment A to This Policy Lists Specific Examples of Authorized and Unauthorized Use of State Resources.**

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**7. Employee Internet, E-mail, Fax, SCAN and Corporate Account (VISA, etc.) Activity May be Logged and Monitored.**

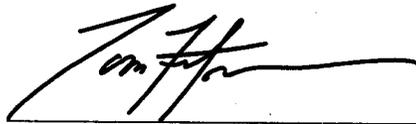
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Ecology has the right to log and monitor employee use of the above business-related privileges to ensure appropriate use. This may include but is not limited to, review of employee computers, file server space, user accounts and billing statements.

**8. Violation of This Policy May Result in Corrective and/or Disciplinary Action.**

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Approved:



Tom Fitzsimmons  
Director

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