

### **3.00.060      ETHICAL CONDUCT**

All employees are expected to comply with the requirements of the laws and regulations governing the Horse Racing Commission, including RCW 67.16.140 and 150, WAC 260-14-101 through 070, and the Ethics in Public Service Laws (Chapter 42.52 RCW). The Washington Horse Racing Commission is considered a section (4) agency as outlined in WAC 42.52.150.

#### **Abuse of Position**

Employees may not use their official position or official identification cards for:

- Personal or financial gain.
- Obtaining privileges for themselves or others not otherwise available to them.
- Avoiding consequences of illegal acts.

Employees may not authorize the use of their names, photographs, or official titles, which identify them as employees in connection with testimonials, or advertisements of any commodity or commercial enterprise without the approval of the Executive Secretary.

#### **Gratuities, Gifts, and Rewards**

Employees may not, either directly or indirectly, solicit or accept any gratuity or any other item of value where there is any connection, however remote, between such offer or solicitation and the employee's position with the agency, except as expressly approved by the Executive Secretary. This prohibition includes:

- Merchandise, meals, beverages, or any other item of value which might tend to influence their or any other employee's actions in any matter of official business, or which may cast an adverse reflection on the agency or any of its employees.
- Any discounted services or merchandise whatsoever as a result of their employment with the agency, unless such discount is routinely offered to various groups or individuals and not limited to Washington Horse Racing employees.
- Gifts or gratuities from other employees if such items would adversely affect the actions of the employee in connection with agency operations.
- Becoming financially or otherwise indebted to any licensee or other person, business, or organization to the extent that work performance is affected.
- Free admission to places of amusement for themselves or others, unless such discount is routinely offered to various groups or individuals and not limited to Washington Horse Racing employees.

**APPROVED**  
**Executive Ethics Board**

Date: 6/12/09

## **Endorsements and Referrals**

Employees may not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service, or commercial service.

## **Conducting Private Business While On Duty**

It is the obligation of employees to devote their on-duty time to official matters only. Therefore, private business may not be engaged in while working unless express permission, (based upon unusual or extenuating circumstances) is granted by a supervisor.

## **Employee Responsibility**

Compliance with the Ethics in Public Service Laws is the individual responsibility of each employee. Employees are reminded that if at any time agency administrative rules or policies are in conflict with the Ethics in Public Service Laws, the Ethics in Public Service Laws takes precedent.

## **Employment**

Employees are prohibited from working or volunteering for a person or business in the horse racing industry during the live racing season to include the Class A or B pre-season training period and the Class C seasons. Employees are also prohibited from serving as an employee of any track at which that individual will also serve as an employee of the Commission. Employees are further prohibited from having financial interest whatsoever, other than an ownership interest in a community venture, in any track at which he or she serves as an employee of the Commission.

Employees who wish to work or volunteer during the off-season (during the period an employee is either in layoff or otherwise separated from the agency) for a person or business in the horse racing industry are reminded that such activity may later be determined to be a violation of the Ethics in Public Service Laws. All employees who are considering working or volunteering for a person or business in the horse racing industry should first obtain written approval from the Executive Ethics Board before beginning your employment or volunteer activity. Without such approval an employee may be unnecessarily exposing themselves to an adverse ruling and fine by the Executive Ethics Board.

The agency is willing to assist employees in submitting their off-season employment/volunteer requests to the Executive Ethics Board. Employees wishing assistance should contact the Executive Secretary.