

employed by the Port. Port employees shall comply with the most stringent interpretations of any Port policy as it relates to their business on Port property.

Employees may not use information gained through Port employment for personal gain.

ACCEPTING GIFTS

The Port follows the guidelines in RCW 42.52.150, Limitations on Gifts, in the matter of what is and is not acceptable for a Port employee to accept. In general, nominal value is defined as value of less than fifty dollars. This policy briefly summarizes the RCW for ease of reference. Where there is any question about a specific item, the RCW should be referenced as the official requirement.

Port employees and Commissioners shall not accept anything of value from anyone for or because of any official act they have performed or will perform. This restriction does not apply to the following:

1. The acceptance of food and refreshments of nominal value on infrequent occasions in the ordinary course of business.
2. The acceptance of unsolicited advertising or promotional materials such as pens, calendars, and other items of nominal value.
3. The acceptance of loans from financial institutions with similar terms offered to others in non-Port employment.
4. The acceptance of an award for meritorious public contribution of achievement.
5. When not accepting a gift would show discourtesy and reflect badly upon the Port. The gift in this case must be accepted on behalf of the Port and the position the employee holds with the Port, rather than on behalf of the individual. Wherever possible such gifts shall be kept and displayed in general Port areas. Employees may accept honorary memberships in clubs or organizations so long as the membership has no monetary value and cannot be transferred or otherwise used for financial gain.

USE OF PORT AND PRIVATE VEHICLES

An employee or Commissioner who uses a Port vehicle has responsibility to:

1. Have a valid Washington State Driver's License.

2. Operate the vehicle in a safe and lawful manner.
3. Use the vehicle for official business only.
4. Be responsible for any fines related to violations while operating the vehicle.
5. Be listed as a permitted driver on the Port's insurance policy.

Employees may be required to use personal vehicles for Port business and be reimbursed for mileage used and other expenses. When conducting Port business, the employee is responsible for documenting the distance and purpose of each trip and providing receipts and support for out-of-pocket expenses. Employees using their vehicle for Port business must carry insurance and are responsible for all conditions and occurrences surrounding the operation of their vehicle.

PERSONAL USE OF PORT PROPERTY BY EMPLOYEES OR COMMISSIONERS

The equipment, facilities, tools, and supplies of the Port are public property. Any goods or services that are public resources are not to be removed from the premises or used for personal gain. Exceptions must have written approval of the Port Commission.

Examples of prohibited actions include, but are not limited to:

1. Personal use of warehouses, vehicles, or other facilities.
2. Personal use of office equipment such as fax, postage meter, or copy machine.
3. Excessive personal use of telephone.
4. Removing tools from premises for personal use or performing personal work at the Port premises.
5. Requiring an employee to perform personal work for management or commissioner, or performing such work when asked to do so.

When an employee or Commissioner has used personal resources for Port business, these resources may be reimbursed to the employee from the Port's supplies on a one-to-one basis. These reimbursements will be documented in a log, and the log be made available for disclosure as requested or appropriate.

USE OF COMMUNICATION DEVICES

Where there is an opportunity to improve Port efficiency through the use of wireless communication devices, the Port may authorize either providing an employee or Commissioner with such a device or reimbursing an employee or Commissioner for use of a personal communications device.

The Port District will reimburse the costs of the use of personal communications devices that belong to employees which are used to conduct Port business, so long as the use is occasional, the employee presents an itemized billing and business expense claim for the use of the device for Port business, and other methods of communication were not available to the employee.

When there is a clearly identified need for wireless communications devices by a regular employee as a function of the job, the Port may obtain a personal communications device for that employee, or transfer the employee-owned device to a Port-sponsored account.

All use of personal wireless communications devices for Port business shall be governed by the Commissioners.

PRIVACY EXPECTATIONS

Where reasonable suspicion exists, such as suspicion of drug use or theft of money, objects, or information, the Port may search, or request a law enforcement officer to search, such items as lockers, desks, computers, lunch boxes, or tool kits of employees without prior notice. Employees should maintain these items according to an awareness that they cannot have an expectation of privacy with these on-the-job items. Suspicious items discovered by searches will be held as evidence for further investigation.

WHISTLEBLOWER POLICY

The Port encourages employees to report any improper governmental action taken by Port officers or employees, and will protect employees from any retaliatory action against them because they have in good faith reported such an action.

Employees should first raise such issues with their supervisor, who may require the employee to put the report in writing. If the employee believes the improper governmental action involves the supervisor, then the concern should be taken directly to the Port Commission.

The Port's policy is based on the State Employee Whistleblower Protection statute, RCW 42.40. A copy of the statute is available in the Port office.