

## **CRPC General Guidelines and Business Conduct**

### **Ethical Standards**

CRPC insists on the highest ethical standards in conducting its business. When faced with ethical issues, employees are expected to make the right professional decision consistent with CRPC's principles and standards.

To maintain our reputation for ethical conduct in all our business relationships, CRPC demands lawful and ethical behavior from all staff as provided in Section 4.12. The law and CRPC policies provide guidelines, but employees must also rely on their own conscience and common sense. All CRPC employees shall receive one hour of training per calendar year on the Code of Governmental Ethics pursuant to LA R.S.42:1170A.

If you believe that you have been asked to behave dishonestly or unethically, you should inform the Executive Director or Office Manager.

### **Use of the Internet**

Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for business purposes and must not interfere with employee productivity.

### **Complaint Procedure**

If you have a problem with the way something is being handled in the office, or with anyone who works in the office, bring it to the attention of the Office Manager, Director of Planning, Director of Transportation, or Executive Director. If you believe you have been asked to behave dishonestly or unethically, you shall inform the Executive Director or Office Manager **immediately**.