

7136 RULES AND CONDITIONS

- 7136.1 Employees of the Authority are required to conduct themselves in a professional, ethical, business-like manner and in full compliance with applicable laws while on the job. During non-working hours, employees are encouraged to refrain from activities that would bring public discredit to the Authority and, depending on the severity of the situation, may be disciplined for failure to do so. Employees are expected to be courteous and respectful in their interchange with other employees, residents, and the general public.
- 7136.2 No employee shall knowingly have an interest, direct or indirect, in any property included or planned to be included in any project of the Authority; nor knowingly have any interest, direct or indirect, in any contract or proposed contract for materials or services to be used by the Authority except as may be authorized by the Executive Director. If such interest was acquired prior to employment, or if knowledge of such interest is subsequent to employment, the employee shall disclose the same in writing to the Authority. An employee shall not benefit financially by reason of the activities of the Authority with outside parties.
- 7136.3 There is an actual conflict of interest whenever a private interest (financial or non-financial) might cause an employee to perform official duties in a way other than if the employee did not have the private interest. There is an appearance of a conflict of interest whenever a reasonable person might suspect that the private interest would affect the employee's performance of duties.
- 7136.4 Where doubt exists, legally or ethically, the employee shall take the initiative of calling the matter to the attention of the Executive Director for ruling and guidance. Upon leaving the employment of the Authority, an individual may not conduct business with the Authority until a twelve (12) month period has expired.
- 7136.5 Authority employees shall not engage in any of the following political activities by reason of the Hatch Act:
- (a) An employee may not use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for political office.
 - (b) An employee may not, directly or indirectly, coerce, attempt to coerce, command or advise a state or local officer or employee to pay, lend, or contribute anything valuable to a political party, committee, organization, agency or person for political purposes.
 - (c) An employee may not be a candidate for public elected office in a partisan election.
- 7136.6 DCHA employees will observe reasonable standards of neatness and good grooming at all

times. Each employee is expected to wear clothing commensurate with the type of work performed. Employees are expected to avoid extremes in attire. Office employees should dress in a professional manner, particularly in positions required to meet the public. Supervisors may discuss this with individual employees if there is any question about the employee's appearance.

- 7136.7 Employees are prohibited from engaging in any outside work, at any time, which presents a conflict of interest or the appearance of a conflict of interest or interference with working hours and scheduling demands (including overtime or on-call requirements) or leads to excessive absenteeism or tardiness.
- 7136.8 If it is determined that an employee's outside work interferes with performance or ability to meet the requirements of the position, the employee may be asked to terminate outside employment to remain employed with the Authority.
- 7136.9 Employees are not permitted to accept any gratuities, favors, gifts or special considerations, regardless of their value, from tenants, contractors, vendors or any others doing business with the Authority.
- 7136.10 In keeping with the Authority's intent to provide a safe and healthy work environment, smoking in the workplace is prohibited, except in those locations that have been specifically designated as smoking areas.
- 7136.11 Except with reasonable justification, or in the performance of assigned duties or in an emergency, employees are not permitted to enter public housing apartments during working hours.
- 7136.12 Employees are prohibited from possessing, consuming or being under the influence of illegal (non-prescription) drugs or alcohol or any other controlled substance, and any other acts as described in subsection 7141.1(j) of this chapter, and the Drug-Free Workplace Act, while on Authority property.
- 7136.13 Employees are not permitted to represent the Authority before any person or group of persons without prior written consent of the Executive Director.
- 7136.14 Any violation of the rules and conditions of this chapter shall be grounds for disciplinary action, up to and including removal from employment with the Authority.

SOURCE: Notice of Final Rulemaking published at 42 DCR 6914, 6931 (December 8, 1995); as amended by Final Rulemaking published at 54 DCR 9365 (September 28, 2007).