

Ethics and Standards of Conduct Policy

Category Human Resources
Revised November 2023

As Department of Commerce employees, it is our duty to provide services with a high standard of ethics and conduct. As state employees we each serve in the interest of the public at large. Our daily activities influence the lives of hundreds of Montanans, and as such, we must maintain a high level of integrity and transparency in all that we do. It is our responsibility to promote ethical behavior in our daily work, comply with laws and regulations, and create a culture of transparency and openness while maintaining high standards of professionalism.

The Department of Commerce adopts the State of Montana Ethics Policy. Annually, Department of Commerce employees must complete a conflict-of-interest form. This process involves communication between the employee and supervisor as well as notice to the employee's division administrator. In addition, all current and new Department of Commerce employees are required to read and complete the following trainings, at hire and every three years thereafter.

https://hr.mt.gov/docs/Policies/State_Ethics_Policy.pdf

<https://hr.mt.gov/docs/newdocs/guidesandforms/standardsofconductguide.pdf>

ADSHR Ethics Training Course in Talent – for guidance on how to access Talent, follow this link: [How do I access the State of Montana Talent system?](#). Once you are in Talent, click Learning, and search for the ADSHR Ethics Training Course, then click Get Started.

In addition, all employees of the Department of Commerce are required to report any disclosures required by state law and by this Ethics Policy directly to their Division Administrator as well as update any potential conflict of interest issues as they may occur.