

# TVA Code of Conduct

A HANDBOOK FOR EMPLOYEES

*Doing the right thing...all the time*



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# Terms

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**The following terms are used in this handbook:**

CEO – TVA's Chief Executive Officer  
DAEO – TVA's Designated Agency Ethics Official  
EEO – Equal Employment Opportunity  
EOC – Equal Opportunity Compliance  
FERC – Federal Energy Regulatory Commission  
OGC – TVA's Office of the General Counsel  
OIG – TVA's Office of the Inspector General  
OPM – Federal Office of Personnel Management

# Message from Tom Kilgore

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We at TVA are dedicated to doing the right thing all the time, and that means knowing what the right thing is.

This handbook addresses many aspects of our everyday work, from the way we treat each other on the job, to possible conflicts of interest, to the acceptable uses of TVA property, to our all-important commitment to safety.

Many of these rules you know already, but some may be new to you. Either way, we are asking all TVA employees to become more familiar with the rules that govern our everyday work.

The TVA Code of Conduct provides overall guidance for upholding our ethical and legal responsibilities. We, as TVA employees, must accept personal responsibility to act appropriately and maintain high ethical standards. To meet the standards described in the Code of Conduct, we are also responsible for knowing the laws and regulations that apply to our work responsibilities.

Please be sure to read and understand the information in this booklet, so that we all demonstrate day in and day out what ethical conduct means at TVA.

If you have questions about the TVA Code of Conduct or any ethics-related matter, please do not hesitate to contact your supervisor or someone in your management chain. Other contacts include your human resources representative or TVA's Chief Ethics Officer and Designated Agency Ethics Official (865-632-3199). You may also contact the Office of the Inspector General's confidential Empowerline (1-855-882-8585 or [www.OIGempowerline.com](http://www.OIGempowerline.com)).

It's important that we know – not assume – the right answer when it comes to ethical behavior.



Tom Kilgore  
President and Chief Executive Officer

# TVA Code of Conduct



*Good ethics are good business.*

*The values of trust, respect, and ethical conduct are the foundations for everything we accomplish together. The eight statements to the right serve to put our values into action. They remind us of the importance of doing the right thing and knowing what the right thing is. This is one of our responsibilities to one another—and one of the linchpins of TVA's success.*

- ▶ We comply with the laws and regulations that apply to our business and operations.
- ▶ We are honest, fair, and trustworthy in all our TVA activities and relationships.
- ▶ We avoid all conflicts of interest between work and personal affairs.
- ▶ We foster an atmosphere in which fair employment practices extend to every member of the diverse TVA community.
- ▶ We create and maintain a safe workplace, and at all times make safety a priority and accept no compromises.
- ▶ We strive to protect the environment.
- ▶ Through leadership at all levels, we sustain a culture in which ethical conduct is expected, valued, and exemplified by all employees.
- ▶ We understand our obligation to report unethical behavior.



# Responsibilities

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*To carry out TVA's commitments to customers, communities, fellow employees, and suppliers, each employee has certain responsibilities under the Code of Conduct. The following summary describes those responsibilities:*

## **EMPLOYEES**

The primary responsibility for maintaining an environment of ethical and legal behavior rests with individual employees. We do this through a demonstrated commitment to adhering to the Code of Conduct and complying with legal and regulatory requirements relevant to TVA's business. To carry out this responsibility, employees will:

- Read, understand, and abide by the Code of Conduct.
- Exercise appropriate behavior and maintain the highest standards of ethical conduct when representing TVA or when in any situation where the employee's conduct might affect perceptions of TVA.
- Seek advice from supervisors, human resources representatives, TVA's Designated Agency Ethics Official or ethics staff (865-632-3199), or the confidential TVA Office of the Inspector General (OIG) Empowerline (1-855-882-8585) if a reasonable person might question the meaning or application of the Code of Conduct or the best course of action in a particular situation.
- Learn and comply with laws and regulations applicable to our work responsibilities.
- Contribute to a workplace environment that is conducive to and encourages compliance with the Code of Conduct and with laws and regulations.
- Maintain sensitivity to actual or suspected illegal, unethical, or other prohibited conduct by a supplier, customer, consultant, co-employee, or other person or organization with whom TVA has a relationship, and report such conduct to appropriate TVA officials (e.g., management, OIG or DAEO) or to the OIG Empowerline.

## **Helpful guidelines for making decisions:**

- Is it legal?
- Does it follow TVA policies?
- Does it support the TVA Code of Conduct?
- Would I be comfortable discussing this with my family?
- Would I be comfortable with this being reported in the newspaper?

## **MANAGEMENT**

In addition to their responsibilities as employees, TVA executives, supervisors, and managers must maintain a workplace environment that stresses commitment and adherence to the Code of Conduct and compliance with laws and regulations.

TVA management will:

- Exhibit the highest standards of ethical conduct at all times and avoid behavior that could reasonably be perceived as improper.
- Ensure that employees under their supervision receive a copy of the Code of Conduct and this handbook and that they read and understand their requirements.
- Ensure that employees receive appropriate training in the meaning and application of the Code of Conduct and in the laws and regulations related to their work area.
- Ensure that employees understand their affirmative duty to report actual or suspected violations of laws or ethics requirements and the procedures and mechanisms available to them for reporting.
- Maintain a workplace environment that prevents retaliation or reprisals against an employee who in good faith reports actual or suspected violations of laws or ethics requirements. Retaliation against employees who report perceived violations, or who participate in investigations as witnesses or in other capacities, violates the law and TVA policy. Such retaliation is prohibited and will not be tolerated.
- Act impartially and avoid situations in which an employee or contractor within their scope of supervision or oversight reasonably could be perceived as receiving an unfair advantage, such as because of a romantic, financial, or other personal relationship.

#### **ETHICS COUNCIL**

The Ethics Council consists of senior executives from across TVA appointed by the Chief Executive Officer (CEO) to assist the DAEO in maintaining and enhancing a TVA culture embracing the highest ethical values and compliance with applicable legal and regulatory requirements, industry standards, the TVA Code of Conduct, and other TVA compliance-related policies and procedures. The Ethics Council and DAEO shall assess and report to the CEO and Board of Directors on the health of TVA's compliance culture and effectiveness of TVA's ethics program.

In fulfilling its duties and responsibilities, the Ethics Council shall:

- Review TVA's Ethics Program and Code of Conduct and periodically make recommendations to the Board and/or the CEO regarding any necessary changes.
- Confer regularly with appropriate TVA managers regarding specific compliance issues.
- Review and make recommendations addressing TVA's compliance practices.
- Review audits/inspections of the effectiveness of compliance activities in the business groups and the corrective actions that are taken.
- Review periodic reports regarding investigations of compliance violations reported to the DAEO.
- Review the actions taken by TVA to address violations of the Code of Conduct, related policies, and other requirements, including steps taken to prevent future violations. In addition, review for appropriateness and consistency the discipline imposed for violations.

- Advise on the development and review the implementation of training programs regarding the Code of Conduct, compliance-related policies, and other requirements.
- Review and assess TVA's relationships with its principal regulatory authorities.
- Ensure that TVA maintains clear channels of communication through which employees may seek advice on application of TVA's compliance guidelines and report potential violations.
- Advise and assist TVA leaders in demonstrating a commitment to achieving and maintaining the highest ethical standards, and instilling a culture of compliance in all TVA employees.
- Serve as a forum for the sharing of ethics-related information within TVA and the benefits of lessons learned.

### **BOARD OF DIRECTORS**

The Board is responsible for setting ethics and compliance policies at TVA's highest level.

### **INQUIRIES AND REPORTING**

Employees may submit ethics-related inquiries or report suspected violations of laws or ethics requirements anonymously and confidentially to the OIG Empowerline (1-855-882-8585 or [www.OIGempowerline.com](http://www.OIGempowerline.com)), as discussed under "Office of the Inspector General (OIG)" below. The Empowerline is a 24-hour dedicated telephone line maintained for the TVA OIG by an independent company.

This booklet features several scenarios involving ethics violations, but covering the wide variety of potential situations within a single handbook is impossible. If there are questions about how to handle a particular situation, employees should consult with their supervisors or someone in their management chain, their human resources representatives, or TVA's DAEO or ethics staff (865-632-3199).

Issues related to the operation, design, fabrication, modification, maintenance, testing, or inspection of TVA's nuclear plants should be reported through appropriate lines of management or through the Nuclear Power Group Concerns Resolution Staff.

### **DISCIPLINARY MEASURES**

All employees are expected to adhere to the Code of Conduct. Failure to comply with applicable laws and ethics requirements will result in disciplinary action, up to and including termination of employment.

### **OFFICE OF THE INSPECTOR GENERAL (OIG)**

The OIG is charged with promoting economy and efficiency while preventing and detecting fraud, waste, and abuse affecting TVA.

Although thousands of TVA employees and contractors are hardworking and honest, there are those few who will be tempted to cheat TVA. TVA employees, contractors, and the public can help make a difference at TVA by reporting any suspicions about fraud, waste, and abuse to the OIG hotline system, known as the Empowerline ([www.OIGempowerline.com](http://www.OIGempowerline.com) or 1-855-882-8585).

The Empowerline is administered by a third-party contractor so individuals who report concerns can do so anonymously, or they can request confidentiality. The confidentiality of a caller's identity will be protected.

As an incentive, individuals who provide information about fraud that leads to a felony charge or significant monetary recovery may receive a financial reward. It's just good business to help those who help put a stop to fraud affecting TVA.

Calls received on the Empowerline will be answered by specially trained individuals and will be reported to the OIG for appropriate investigation. Employees may also call the Empowerline to check on the status of previously reported allegations or to ask ethics-related questions.

## Compliance with Laws and Regulations

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*Employees shall comply with all applicable laws and regulations in carrying out our work responsibilities.*

### **OUR RESPONSIBILITY**

Because of the nature of our business, TVA is subject to numerous, often complex legal requirements. As employees, we are expected to understand the laws in the context of our jobs. This will help ensure that TVA's operations are conducted in conformity with the applicable laws and regulations. Violations of the law can result in both personal and agency liability.

## Conflicts of Interest

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*Except where a specific exception applies, employees must not participate in TVA matters which affect their own financial interests or the financial interests of closely affiliated persons or entities, as explained below.*

### **OUR RESPONSIBILITY**

The conflicts of interest law, which is a federal criminal statute, generally prohibits you from participating personally and substantially (by advice, recommendation, decision, or otherwise) on behalf of TVA in any contract, controversy, proceeding, request for a determination, or other official "particular matter" which affects a financial interest of:

- You, your spouse, or your minor child;
- Any entity with which you serve as officer, director, employee, trustee, or general partner; or
- Any entity with which you are negotiating, or have an arrangement, for future employment.



There are some specific exemptions to the conflicts restriction. For example, you may participate in particular TVA matters affecting specific parties even if you own stocks or bonds from these parties, provided the securities are publicly traded and add up to no more than \$15,000. Conflicting interests arising only as a result of having interests through diversified mutual funds are exempted regardless of dollar amount. Any employee who may have a conflict situation must consult TVA's DAEO. There are steps which may resolve conflicts, including "waivers" of insubstantial conflicts which meet specified legal standards.

Employees must also remain alert to, and generally avoid, situations which would not technically violate the conflicts of interest law, but which would nevertheless cause a reasonable member of the public to perceive a conflict based on the relevant facts. Such situations might arise, for example, if you were to participate in TVA matters affecting a relative other than your spouse or minor child, a former employer, or some other person with whom you have a close personal relationship. The standard to be applied, often referred to as the "perception test" or the "appearance test," calls for business judgment, about which it may be useful for an employee to consult with management and TVA's DAEO.

Conflicts of interest situations may arise in many ways. Examples include, but are not limited to, the following:

- An employee participating in a TVA right-of-way acquisition affecting the employee's own land.
- An employee participating in TVA procurement of goods or services from a business where the employee's spouse works and which would have a predictable financial impact on the spouse (such as through profit-sharing or job retention). If the procurement involves the spouse's employer but would not have a predictable impact on the spouse personally, it would not be a violation of the conflict statute, but the TVA employee should still consider how a reasonable member of the public would perceive the situation, based on such facts as the TVA employee's role in the procurement, how the spouse's employer was selected, the size of the spouse's employer, and the amount of money being spent.
- An employee participating in a TVA decision to do a research project requiring TVA payment to a nonprofit entity with which the employee serves as a director, officer, or similar position (unless the employee serves in such position as part of their TVA duties, which should be coordinated with the DAEO staff).

#### QUESTION AND ANSWER

**Q: I work part-time at an office products store as a second job. I would like to recommend to my TVA management that TVA buy supplies from the store, and I could get a special discount for TVA. Is this okay?**

**A:** No. Even if you are acting with good intentions, the conflict statute would still apply in this situation. The statute is a strict prohibition, unless a waiver is obtained in advance in consultation with TVA's DAEO staff.

**Q: A long-time friend recently took a job with a TVA supplier. We've socialized for a number of years, but now I wonder if our friendship poses a business ethics problem.**

**A:** It would not violate the conflicts statute, which does not apply to TVA matters affecting your friends. However, if you were to play a role in TVA's business dealings with your friend's employer, it might well create an appearance of a conflict. You should disclose your friendship to management and consider relevant facts as discussed in the second example above, discussing with TVA's DAEO staff as appropriate. It may well be best for you to avoid any TVA involvement in matters affecting your friend and the supplier.

# Gifts

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*Acceptance of gifts from outside sources which are affected by TVA, or from subordinate employees within TVA, could lead to improper influence or at least the public perception of improper influence. TVA employees must have a basic understanding of the rules restricting gifts, and should seek guidance as necessary.*

## **OUR RESPONSIBILITY**

Employees generally cannot ask for or accept any gift from a prohibited source, offered because of an employee's official position, or from a subordinate or lower-paid TVA employee.

## **GIFTS FROM OUTSIDE SOURCES**

### **Basic prohibition on gifts from outside sources**

An employee shall not solicit or accept a gift given because of his or her official position or from a prohibited source. A "prohibited source" is defined as any person or organization:

- Seeking official action by TVA;
- Doing or seeking to do business with TVA;
- Regulated by TVA; or
- Substantially affected by the performance of the employee's official duties.

An organization made up primarily of members who meet the above definition is also a prohibited source.

### **Definition of a gift**

The term "gift" includes almost anything of monetary value. However, it does not include:

- Coffee, doughnuts, and similar modest items of food and refreshments when offered other than as part of a meal;
- Greeting cards and most plaques, certificates, and trophies;
- Prizes in contests open to the public;
- Commercial loans or discounts available to the general public or to all TVA employees;
- Pensions and similar benefits from a prior employer;
- Anything paid for by TVA, secured by TVA under TVA contract, or accepted by TVA in accordance with a statute; or
- Anything for which the employee pays market value.

### **Exceptions**

Subject to the limitations noted below, there are exceptions which will permit an employee to accept:

- Unsolicited gifts with a market value of \$20 or less per occasion, aggregating no more than \$50 in a calendar year from any one source (this exception does not permit gifts of cash or investment interests);
- Gifts clearly motivated by a family relationship or personal friendship;
- Certain awards and honorary degrees (seek DAEO guidance);
- Benefits from the outside business activities of employees and their spouses, when it is clear that such benefits are not offered or enhanced because of TVA employment;
- Benefits in connection with bona fide employment discussions, when of a kind (such as travel and meals) customarily offered by a prospective employer;
- Free attendance at a conference or similar event, when provided by the sponsor of the event, on the day on which an employee is speaking or presenting information at the event on behalf of TVA; and
- Free attendance provided by the sponsor of a widely-attended gathering of mutual interest to a number of parties, where the necessary determination of agency interest has been made (seek DAEO guidance).

### **Limitations on use of exceptions**

A TVA employee may not use any of the exceptions noted above to solicit or coerce the offering of a gift or to accept gifts:

- For being influenced in the performance of official duties;
- In violation of any statute; or
- So frequently as to appear to be using public office for private gain.

### **How to handle prohibited gifts**

If a TVA employee does receive a gift which exceeds the guidelines, there are some options available to the employee to rectify the matter:

- Return it to the source.
- Pay the full market value, and keep it.
- Get management approval to have TVA accept it for the benefit of TVA.
- For perishable items, get management approval to donate it to charity or share it with coworkers in the workplace.
- Seek guidance from TVA's DAEO.

## QUESTION AND ANSWER

**Q: A supplier recently offered me the free use of his condo at the beach for the weekend. He says he owns the place and it costs him nothing to let me stay there. Can I go?**

**A:** No. The supplier is a prohibited source, and the offer would be a gift (with substantial market value) even though it costs him nothing. None of the exceptions to the gift rule would allow it.

**Q: A major contractor of TVA invited me to a client appreciation lunch. I frequently deal with the contractor in the course of doing my job. My spouse, who is not a TVA employee and has no connection to the contractor, was also invited. I was told by the contractor that the value of lunch is \$15 per person. Would the gift rules allow my spouse and me to accept lunch?**

**A:** Under the ethics rules applicable to TVA employees, the cost of your spouse's lunch does count as a gift to you. Under the "20/50" exception, the combined value of the lunches for you and your spouse is greater than the \$20 that may be accepted for a single event. You and your spouse may accept the lunches only if you pay the full value of at least one. Since you deal with the contractor frequently, you might consider paying for both lunches to avoid an appearance of impropriety. Where (as here) two separable gifts are offered with a value of less than \$20 each but a combined value of more than \$20 per occasion, the employee may accept one as an under-\$20 gift and accept the other by reimbursing the source for the market value. But if one gift worth more than \$20 is accepted (for example, one \$30 meal), the employee must reimburse the source for the full value, not just the amount over \$20.

## GIFTS BETWEEN EMPLOYEES

### Basic prohibition on gifts between employees

An employee shall not:

- Give a gift to an official superior, or solicit or make a contribution toward a gift to an official superior; or
- Accept a gift from a lower-paid employee, unless the donor and recipient are personal friends who are not in a superior-subordinate relationship.

### Definition of gift

The same definition of gift applies here as for the rules on gifts from outside sources, as described above, except that carpooling and similar arrangements are not considered gifts where there is a proportionate sharing of the cost and effort involved.

### Definition of an official superior

The term "official superior" includes anyone whose official responsibilities involve directing or evaluating the performance of the employee's official duties or those of any other official superior of the employee. The term is not limited to immediate supervisors but applies to officials up the supervisory chain.

### Exceptions

Subject to a limitation on using any exception to coerce a gift from a subordinate, there are exceptions that:

- On an occasional basis, including birthdays and other occasions when gifts are traditionally exchanged, permit giving and accepting:
  - Items other than cash aggregating \$10 or less per occasion;
  - Food and refreshments shared in the office;
  - Personal hospitality at a residence;

- Appropriate gifts to a host or hostess; and
- Leave sharing under OPM regulations;
- On infrequent occasions of personal significance, such as marriage, and on occasions that terminate the superior-subordinate relationship, such as retirement, allow giving and accepting gifts appropriate to the occasion; and
  - Allow voluntary contributions of nominal amounts to be made or solicited for gifts of food and refreshments to be shared in the office or for group gifts on occasions such as marriage or retirement described in the preceding paragraph.

#### QUESTION AND ANSWER

**Q: My coworkers and I want to honor our supervisor on her retirement from TVA by presenting her with a suitable memento. Is this allowed?**

**A:** On special, infrequent occasions (such as a retirement), it's permissible to ask fellow employees to make voluntary contributions of nominal amounts for a gift to an official superior. It is also permissible to suggest a contribution amount, but only if it is explained that such suggestion is purely voluntary and that it is okay to give less or nothing at all. On special infrequent occasions such as retirement, employees may also give individual gifts appropriate to the occasion, even if over the \$10 limit which normally applies.

## Use of TVA Resources

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*Employees shall not use or acquire TVA resources for any purpose other than authorized TVA activities.*

#### OUR RESPONSIBILITY

Every employee has a responsibility to protect TVA resources. Except for limited incidental use permitted by TVA policies, TVA assets are not to be used for personal purposes. All facilities, equipment, systems, information, office and field supplies, and employee work time are TVA resources.

Expenses properly incurred in carrying out TVA business must be promptly and accurately documented. Fraud, embezzlement, theft, misappropriation of funds, and willful damage to or destruction of TVA resources are criminal offenses and will be treated accordingly.

#### QUESTION AND ANSWER

**Q: I operate a general contractor business from home to make a little extra money. Is it okay if I use a TVA vehicle to transport my tools and materials every once in a while?**

**A:** No. This is an improper use of TVA assets and property for personal reasons and is not allowed.

## **TIME, AUTHORITY, TITLE, AND INFLUENCE**

### **Time**

Use your own official time in an honest effort to perform official duties. Do not encourage, request, direct, or coerce other employees to use official time for other than authorized purposes.

### **Endorsements**

Public recognition of TVA's name and status, and an employee's status as part of TVA, are valuable resources and must be protected. Do not use or allow the use of TVA's name or your official title to endorse any product or service, except in accordance with TVA's prior approval.

### **Inducement or coercion**

Do not use your TVA authority to induce any person or organization either internal or external to TVA to provide a benefit either to yourself or to another party with whom you are associated.

### **Letters of recommendation/character references**

You may use your official title in a letter of recommendation based on your personal knowledge of an individual if you are either recommending them for federal employment or if you have previously dealt with them in the course of federal employment.

### **Reference to TVA position with outside activities**

Do not emphasize your TVA position to establish your qualifications if you engage in outside activities. You may simply list your TVA position with other biographical information being disclosed, such as in a résumé. If your outside activities include public speaking or writing and you are identified as a TVA employee, you should explain that any views and opinions you express are entirely your own and not necessarily the views of TVA.

### **Acting as agent seeking to influence other federal employees**

Federal criminal law (18 U.S.C. 205) prohibits you from seeking to influence any other federal employee (at TVA or any other agency) on behalf of an individual or organization other than as required by your official duties. For example, if you engage in outside employment, you must not seek to influence TVA or any other federal agency on behalf of your outside employer or client. Related law (18 U.S.C. 203) restricts your sharing in compensation paid for such representation, even if performed by somebody other than you.

## **MATERIALS, EQUIPMENT, SERVICES, AND CREDIT CARDS**

### **Telephone use**

TVA authorizes the use of office phones for personal calls of reasonable duration and frequency that do not adversely affect the performance of official duties. However, personal long-distance calls must not be charged to TVA.

Employees must reimburse TVA for the costs of all personal calls on TVA cellular phones.

### **Vehicles**

TVA-owned or leased vehicles (and rental cars) generally may not be used for personal business, except that while on official travel reasonable minor deviations may be made for personal reasons.

### **Surplus material**

Surplus, nonhazardous items which cannot be economically sold may be abandoned in a location accessible to the public, including TVA employees, in accordance with TVA-SPP-04.0.

### **Credit cards**

TVA travel cards and other credit cards must be used only for official TVA purposes and only in accordance with authorized limits and instructions. Consult TVA-SPP-22.1, TVA-SPP-04.03 and related procedures.

### **TVA INFORMATION SYSTEMS AND TECHNOLOGY ASSETS**

Information systems and associated technology assets are provided to employees for the purpose of performing our job responsibilities. As valuable TVA resources, these tools may at any time be inspected, searched, retrieved, copied, monitored for misuse, or restricted. Employees also are responsible for the proper use and protection of resources. Incidental personal use is acceptable if it does not interfere with TVA business or violate applicable laws, licenses, policies, standards, or procedures.

Every TVA employee is responsible for protecting information systems and associated technology assets against misuse, loss and theft. This includes:

- Following all TVA policies, standards and procedures related to information systems and associated technology assets. Know your technology responsibilities, which include reporting observed or suspected violations of TVA's cyber-security policies.
- Talking to your supervisor or contacting the Help Desk if you are uncertain regarding the proper use or protection of information systems or associated technology assets.
- Being accountable for the actions you take with information systems and associated technology assets.

Employees also must follow TVA policies for securing assets, including, but not limited to, laptops, jump drives and other removable media, personal digital assistants (e.g., BlackBerry devices), and smart phones. Use of these assets must be in accordance with all applicable laws, licenses, and TVA policies and standards.

### **ELECTRONIC COMMUNICATIONS**

Electronic communications are a form of corporate data that must be effectively safeguarded. Examples include but are not limited to email, materials from Internet sites, instant messaging, and blogs. Every employee has a responsibility to use electronic communications professionally, ethically and lawfully.

Sending, copying or accessing discriminatory, harassing or sexually oriented information or information conflicting with TVA's policies is strictly prohibited.

Employees should not send, distribute, download or upload electronic files in violation of copyright, trademark, or other intellectual property rights. This includes distribution of pictures, music, movies or other multimedia files. Electronic communication or posting of confidential or proprietary information can only be performed in accordance with approved business requirements.

Electronic communication of confidential or proprietary information to third parties to conduct required business activities must be transmitted in a secured manner.

## QUESTIONS AND ANSWERS

**Q: My sister likes to send me chain letters regarding what she believes are legitimate warnings and alerts. I like to also keep my friends and coworkers informed on these warnings and alerts. Is it okay if I forward these to my friends and coworkers?**

**A:** No. Employees should not initiate or forward electronic chain letters. Additionally, employees should not send non-business emails to more than 20 recipients.

**Q: Every school year I like to collect box tops to raise money for my son's school. Can I send out an email to my organization requesting them to bring in their box tops?**

**A:** No. Even though a cause might be worthy, employees should not use TVA electronic resources to promote, support or endorse political activity, charitable activity, or personal, political, or religious beliefs. This includes sending out emails soliciting contributions or donations to support those purposes. In addition, federal regulations (5 CFR §950), mandate that the CFC is the only authorized solicitation of employees in the federal workplace on behalf of charitable organizations.

**Q: Sometimes I receive spam messages (unsolicited email) in my TVA email account. What should I do with these emails?**

**A:** Delete all spam messages immediately. If you respond to spam, you increase the risk of contracting and spreading a computer virus. You also increase the risk of computer hackers using your email address and other private information. TVA currently uses anti-spam software, a service which removes virtually all spam email before it reaches your inbox. The software quarantines suspected spam emails in a separate message center so they no longer fill up users' mailboxes.

**Q: I love to forward jokes to my friends. What's the harm in that?**

**A:** Passing along any form of chain email – including jokes, inspirational messages, petitions, or messages of warning or alert – is prohibited. These chain messages can cause congestion in the system.

**Q: Can I install personal software on my TVA PC?**

**A:** No. All software products on TVA computers must be approved for use. Copying software from a home computer or mobile storage device and downloading software from the Internet (including "freeware") are not allowed; nor should you ever use a software product in violation of its licensing agreement. If you have questions about approved software, contact the Information Technology Command Center.

**Q: I'm going to be working out of the office for a few days, and a colleague asked me to leave my computer password with members of my work group in case they need to access my computer files while I'm away. Is this okay?**

**A:** No. Never share your corporate computer password with anyone else. No one is authorized to request your password, and it is against TVA policy to use another employee's computer password.

## CONFIDENTIAL INFORMATION

Employees may not, at any time during or after employment with TVA, disclose, use, or aid third parties in obtaining or using any confidential or proprietary information except that which is required to perform duties assigned by TVA. Restrictions may apply both to information generated by TVA and information supplied to TVA by contractors or other third parties.



Confidential or proprietary information could include: trade secrets; know-how; financial results before they are released to the public; pending negotiations regarding financing or the acquisition or purchase of services, supplies, equipment, or fuel; decisions, plans, or forecasts that have not been authorized for public release; personal identifiable information such as Social Security numbers, driver's license numbers, names and addresses, and healthcare information; personal computer information; corporate computer passwords, personal identification numbers, or any other access credentials; records containing data on customers or employees; and attorney-client communications.

Confidential or proprietary information should not be disclosed to other employees who do not have an approved, business need-to-know. Electronic communication of confidential or proprietary information to third parties to conduct required business activities must be transmitted in a secured manner. Confidential or proprietary information should not be left unsecured in hard copy or on removable media (e.g., laptops, jump drives). Never share your corporate computer password. Keeping your password confidential is crucial to protecting TVA's information systems. No one is authorized to request your password, and it is against TVA policy to use another employee's computer password. See "TVA Information Systems and Technology Assets" above.

#### QUESTION AND ANSWER

**Q: I know that some of the information I work with is confidential. Does that mean I can't talk about it with anyone, even other employees?**

**A:** Confidential means that the information should be kept secure. Discuss such information only with those who need to know for TVA's business purposes. If you have doubts, ask your supervisor to clarify the situation for you.

## Integrity of Records and Information

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*Employees shall ensure all entries and transactions related to TVA records and systems, including both manual and electronic, financial and non-financial, and any supporting information, will be recorded and reported fully, fairly, accurately, timely, and in an understandable manner in compliance with applicable standards, laws, and regulations. Employees shall not provide false or misleading information during any TVA investigation or any investigation relating to a TVA activity.*

#### OUR RESPONSIBILITY

TVA's internal or external reports and financial statements must be prepared without omission, concealment, deception, or falsification. All records must be retained per established retention schedules based on applicable government regulations, industry standards, and sound business practices.

Preparing false or misleading reports or records of service or performance is as serious as falsifying vouchers, financial data, or records pertaining to TVA funds or property. It is strictly prohibited for any officer or director of TVA or any other person acting under their direction to take any action to fraudulently influence, coerce, manipulate, or mislead TVA's outside auditors for the purpose of rendering the financial statements materially misleading.

Anyone who experiences, witnesses, or has knowledge of improper recording or reporting of financial information should immediately report the incident to any of the following:

- Their immediate supervisor or to the next level of management, who will notify the OIG.
- The OIG Empowerline.

All reports of improper recording or reporting of financial information will be investigated by the OIG. All such reports and the results of completed investigations will be reported to the Audit, Risk and Regulation Committee of the TVA Board of Directors.

Retaliation against employees who report improper recording or reporting of financial information violates the law and TVA policy. Such retaliation is prohibited and will not be tolerated.

#### QUESTION AND ANSWER

**Q: I ordered some equipment and my supervisor is asking me to record the charge against another expense category because our budget for equipment has been exceeded. What should I do?**

**A:** Remind your supervisor that no one should knowingly make an incorrect record in TVA's books and records. If your supervisor persists, contact the next level of management in your work group or the OIG Empowerline.

**Q: My work group is under a deadline to complete an analytical report. Since we think we know how the data will turn out, how bad would it be if we wrote the report without actually completing the analysis?**

**A:** Falsification of data is extremely serious. Misconduct or fraud in this case damages the reputation of the individuals involved and of TVA, and may lead to disciplinary action including loss of employment, as well as civil and/or criminal penalties. In no case should data be altered or invented in a TVA report; always conduct the necessary testing or analysis when reporting information.

**Q: Last Saturday I was celebrating my alma mater's big victory outside the stadium. Things got raucous and, before I knew it, many of us were being arrested for violating various ordinances. Do I need to report this to TVA? If so, will I be fired?**

**A:** Per TVA-SPP-14.7, all employees and contractors are required to notify their supervisor within two business days when they have been arrested and/or are charged with any criminal act. This does not include parking violations, speeding citations, or other minor motor vehicle violations, unless the violation results in an arrest. TVA form 9871 or 9871A (as appropriate) should be used to report such arrests or charges. Completion of the form can be a critical tool in helping TVA to identify employees that need appropriate assistance and would not routinely lead to termination.

# Political Activity (The Hatch Act)

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*TVA employees must comply with applicable laws and regulations governing political activity.*

## **OUR RESPONSIBILITY**

TVA employees are encouraged to take an active part in the civic affairs of our communities. However, the Hatch Act, which applies to TVA employees, governs the types of political activities in which federal employees may participate.

The Hatch Act was passed to protect federal employees from political pressures that might affect their careers as employees of the federal government.

The penalty for violating the Hatch Act's restriction can be as severe as a 30-day suspension or termination. This section lists the types of activities in which employees can participate and explains the Hatch Act's restrictions so employees can clearly understand the types of activities that are allowed and those that are prohibited.

All TVA employees are subject to this practice's provisions. This includes periods when an employee is not receiving a paycheck from TVA, such as an unpaid leave of absence.

These provisions also apply to personal services contractors with an employee/employer relationship with TVA.

## **ACTIVITIES THAT ARE ALLOWED**

**All TVA employees have the right to:**

- Register and vote as they choose in any election.
- Express their opinions as individuals on any political subject or candidate.
- Wear political badges or buttons (except when on duty or while wearing a TVA uniform or official TVA insignia), or display political stickers or posters on their homes or private automobiles.
- Make voluntary campaign contributions to a political party, organization, or candidate.
- Work for or manage a political campaign, including campaigning for a candidate for public office or for a political party office and/or distributing campaign material.
- Participate in non-partisan elections as candidates as long as participation does not interfere with the employee's TVA duties.
- Perform duties at the polls on election day as long as the employee is off duty.
- Be a member, officer, or organizer of a political party or other political organization and attend meetings, including conventions, rallies, and fund-raising functions; take an active part in managing or working for the organization or event; and/or serve as a delegate to a political convention.

- Sign petitions, including nominating petitions.
- Petition the U.S. Congress or any member of Congress – for example, by writing to their representative or senator to say how they as individuals think the official should vote on a particular issue.
- Finish a term of government office to which they were elected in a partisan election before joining TVA. This is subject to any approval required under TVA's "Outside Employment" regulations, and the employee may not run again for the office while employed by TVA.

#### **ACTIVITIES THAT ARE PROHIBITED**

##### **Specific activities that are prohibited by the Hatch Act include:**

- Participating in the political activities described above while:
  - On duty;
  - In any buildings owned or leased by the federal government;
  - In any vehicles owned or leased by the federal government; or
  - Wearing a uniform or official insignia identifying the federal office or position of the employee. (The only exception to this prohibition is that employees may register and vote while wearing a TVA uniform or an official TVA insignia.)
- Running as a candidate for nomination or election to a partisan political office.
- Soliciting, receiving, or accepting contributions for a political purpose from a person unless the contributor is a member of the same federal employee organization and not a subordinate employee, and the solicitation is for a pre-existing political action committee.
- Using official TVA positions to influence any partisan or non-partisan elections.
- Soliciting or discouraging participation in any political activity of any person who has an application for a grant, contract, license, or permit pending before TVA, or is a subject or participant in an ongoing TVA investigation.
- Intimidating, threatening, commanding, or coercing any federal employee covered by the Hatch Act to engage in, or not to engage in, any political activity.

##### **Exceptions to the Hatch Act's restrictions**

The Hatch Act allows TVA employees who are residents of New Johnsonville, Tennessee; Norris, Tennessee; specific counties in Virginia, Maryland, and West Virginia; and the District of Columbia to be excluded from some restrictions because of the large concentration of federal employees at these locations. Information about these exceptions is available from Human Resources.

#### **QUESTION AND ANSWER**

**Q: I have been asked by my local political party headquarters to stand for election to our county commission. Is that OK?**

**A:** No. The Hatch Act prohibits TVA employees from running as candidates for nomination or election to a partisan political office.

**Q: My local political party would like me to help out at my local polling place on election day. Can I do that?**

**A:** Yes, the Hatch Act allows you to take part in political activities, as long as you are off duty and not wearing a TVA uniform or logo.

**Q: Can I put a political bumper sticker on my personal car?**

**A:** Yes, but you can't wear a button into your workplace. You also cannot put a political sticker on a TVA owned or leased vehicle.

## Outside Activities

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### CONFLICTING OUTSIDE ACTIVITIES

An employee shall not engage in outside employment or activities prohibited by statute or by TVA business practices, or that would materially impair the ability to perform his or her official duties.

Generally, an employee's outside employment and other activities must comply with all ethical requirements set forth in this handbook, including the requirement to avoid even the appearance of using public office for private gain. For example, the prohibition against use of government property for unauthorized purposes would prohibit an employee from using a TVA photocopier to reproduce documents for his or her outside organization.

### RESTRICTIONS IMPOSED BY OTHER LAWS

A TVA employee's outside employment and other activities must comply with applicable laws. To give three examples, outside activities frequently raise questions about the following:

- The restrictions in 18 U.S.C. Sections 203 and 205 on employees engaging in representational activities before the United States;
- The constitutional prohibition against accepting any office, title, or compensation from a foreign government; and
- The Hatch Act, which prohibits most employees' participation in certain partisan political activities.

### PRIOR APPROVAL FOR OUTSIDE ACTIVITIES

Employees who want to engage in outside employment or consulting must seek prior approval from TVA. This helps to identify and avoid potential conflicts of interest or other ethics issues which might arise from outside activity. TVA approval may be conditioned on restrictions appropriate on a case-by-case basis.

### SERVICE AS AN EXPERT WITNESS

Unless specific authorization has been received to do so, an employee shall not represent anyone other than the United States as an expert witness in any proceeding before a court or agency of the United States if the United States is a party or has a direct and substantial interest. The restriction applies even though no compensation is received.

## TEACHING, SPEAKING, AND WRITING

An employee shall not receive compensation for teaching, speaking, or writing that is related to his or her official duties.

Teaching, speaking, or writing is “related to an employee’s official duties” if:

- The activity is undertaken as part of his or her official duties;
- The invitation to engage in the activity was extended primarily because of his or her official position;
- The invitation or the offer of compensation was extended by a person whose interests may be affected by the employee’s official duties;
- The information draws substantially on nonpublic information; or
- For most employees, the subject of teaching, speaking, or writing deals in significant part with any matter presently assigned to the employee, any matter to which the employee had been assigned in the previous one-year period, or to any ongoing or announced policy, program, or operation of his or her agency. Certain non-career employees are subject to additional restrictions, and special government employees are subject to less restrictive standards.

### **Exception for teaching**

An employee may receive compensation for teaching certain courses, even if the subject matter is related to his or her official duties and he or she may have been offered the opportunity because of his or her official position. If you are unsure, check with the DAEO.

## MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

TVA employees are encouraged to take part in professional organizations. In these activities, the same prohibitions against conflicts of interest apply as in other examples of outside activities.

## FUNDRAISING ACTIVITIES

Provided that an employee does not otherwise act inconsistently with the Code of Conduct or other applicable restrictions, the employee may engage in charitable fundraising activities in a personal capacity if he or she does not (1) use his or her official title, position, or authority to further that effort or (2) personally solicit funds or other support from subordinates or from anyone known to him or her to be a prohibited source for purposes of the gift restrictions.

# Environmental Practices

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*TVA is committed to complying with environmental laws and regulations and protecting the environmental resources of the Tennessee Valley.*

## OUR RESPONSIBILITY

We comply with all applicable environmental laws and regulations and work to prevent damage to the environment. Our success requires that environmental considerations be included in TVA business decisions, and that an appropriate and sensitive balance is achieved with regard to the protection and use of the Valley's natural resources. Employees can help reduce the impact of TVA's operations on the environment by becoming knowledgeable on environmental issues and practices and by paying careful attention to the proper handling, treatment, and disposal of wastes.

## QUESTION AND ANSWER

### **Q: What is TVA's standing policy regarding environmental compliance?**

**A:** TVA will comply with all applicable environmental laws and regulations and is committed to help protect the environment and preserve the natural resources of the Tennessee Valley.

### **Q: Environmental protection laws can be complicated; sometimes it's difficult to know when to be concerned about a particular situation. What do I need to remember?**

**A:** Some laws are complex, but you don't need to understand every detail before you report an environmental concern. If you are unsure, ask your supervisor or check TVA's Environmental Information Center web page at [insidenet.tva.gov/org/et/environet/](http://insidenet.tva.gov/org/et/environet/).

### **Q: What is an environmental event?**

**A:** An environmental event is a human activity and/or an act of nature that either has the potential to negatively impact human health or the environment, or requires external reporting to comply with regulations. Environmental events include: spills or releases of hazardous chemicals, products, or oil; accidental releases of pollutants into the air or water (excludes permitted releases or exceedances); fish kills; equipment or other explosions; fires; and other events that require external reporting to comply with regulations or have the potential to negatively impact human health or the environment.

### **Q: How and when do I report an environmental emergency or an environmental event?**

**A:** Report an event as soon as possible by calling TVA's Operation Duty Specialist at 1-800-238-2322 or 423-751-1700, or the appropriate media specialist listed for your business unit at [insidenet.tva.gov/org/et/environet/contacts/emergencyresponse.pdf](http://insidenet.tva.gov/org/et/environet/contacts/emergencyresponse.pdf).

### **Q: Who should I contact if I am directed to engage in an activity that might be suspect or not in keeping with TVA's environmental strategy?**

**A:** If you think an activity might not be in keeping with TVA's environmental strategy, as appropriate, you should discuss your concerns with your supervisor or manager or report your concerns to a higher TVA official, and then contact the environmental compliance staff at 423-751-7511 or call OGC at 865-632-7843.

**Q: Where can I find information to ensure the proper disposal of materials, rags, solvents, cleaners, or chemicals I use in my daily operations?**

**A:** Each TVA organization has an Environmental Peer Team representative who can help you with this type of question. The contacts are listed at: [insidenet.tva.gov/org/et/environet/contacts/traineteam.htm](https://insidenet.tva.gov/org/et/environet/contacts/traineteam.htm)

**Q: TVA manages 293,000 acres of public land around the Tennessee Valley. Most construction or ground-disturbing activities require prior approval from TVA. If a member of the public asks you about the need for approval prior to constructing a dock, how should you respond?**

**A:** TVA has seven watershed teams located throughout the Valley. They are familiar with TVA's reservoirs and property interests. Members of the public can learn more about the approval process and how to contact the appropriate watershed team at [www.tva.com/river/landandshore](http://www.tva.com/river/landandshore). They may also call 1-800-TVA-LAND.

**Q: It's a beautiful Saturday and you are out enjoying a hike around one of TVA's reservoirs when you see a couple using metal detectors and digging in the soil. Should you report this activity?**

**A:** Metal detecting as a recreational activity is allowed on certain TVA lands. A permit must be obtained to use a metal detector. Guidelines and an application can be found at [www.tva.gov/river/recreation/metaldetect.htm](http://www.tva.gov/river/recreation/metaldetect.htm). If you believe that metal detecting is being conducted without a permit, you should contact the TVA Police at 1-800-924-3861.

**Q: Your fun-loving neighbor has just purchased a new ATV and has asked you if it is okay to ride in the reservoir drawdown zone. Sounds like fun, but is this an acceptable use of TVA property?**

**A:** The answer to this question is almost always no. Riding in the winter drawdown zone mangles vegetation, destroys wildlife habitats, and can severely erode the soil. More information to share with your neighbor can be found at [www.tva.gov/river/neighbors/nov06/atv.htm](http://www.tva.gov/river/neighbors/nov06/atv.htm).

## Health and Safety

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*Safety is a shared responsibility among all TVA employees. We are all required to comply with TVA safety rules that are set forth in our safety manual and in established safety procedures.*

### OUR RESPONSIBILITY

Employees are encouraged to be actively involved in the development and implementation of workplace standards and other program activities to minimize unsafe acts and conditions through participation on safety and health committees and through interaction with management and fellow employees. TVA is committed to protecting the health and safety of its employees and to complying with federal, state, and local health and safety laws and regulations. Employees are also responsible for correcting their fellow employees when unsafe acts or hazardous conditions are observed and informing their supervisors if the unsafe act or hazardous condition continues.



#### QUESTION AND ANSWER

**Q: I know we are supposed to report injuries, job-related illnesses, and accidents, but our work group's performance award depends on our incident rate going down. What does TVA really want?**

**A:** You should always report job-related injuries, illnesses, and accidents. Business or personal goals are not designed to compromise employee safety.

TVA's goal is to eliminate injuries and accidents, and employee reporting can help determine the steps necessary to prevent future problems or accidents.

**Q: What if I think the symptoms of my job-related illness or injury are too minor to report?**

**A:** TVA's primary interest is to ensure that employees receive immediate medical attention for all injuries and illnesses regardless of severity. In addition, information can be vital to prevention of future accidents and can help determine the steps necessary to prevent future problems or accidents. Report all near-misses, injuries, job-related illnesses, and accidents to your supervisor or Health & Safety representative.

**Q: Sometimes I feel pressured to shortcut safety procedures in order to complete projects on time. What should I do?**

**A:** Do not skip the safety procedures. No matter who asks you to do something, you should not violate applicable safety rules for any reason. If you feel pressure to do so, you should discuss it with your supervisor or your work group's Health & Safety representative. If you do not feel comfortable speaking with your supervisor, contact your next level of management.

## Drugs and Alcohol

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*Employees shall not while on duty or on TVA premises consume or be under the influence of alcohol, or use, distribute, manufacture, dispense, possess, or sell illegal drugs or other unauthorized controlled substances.*

#### OUR RESPONSIBILITY

Employees share in the responsibility for keeping the workplace free of alcohol and illegal drugs. We are responsible for reporting violations of this policy when we see them. Any use, distribution, manufacture, dispensation, possession, or sale of illegal drugs or other unauthorized controlled substances is prohibited. Likewise, the use of alcohol by an employee that may adversely affect the employee's job performance, or that may reflect unfavorably upon public or governmental confidence in the manner in which TVA carries out its responsibilities, is also prohibited.

#### QUESTION AND ANSWER

**Q: One of my coworkers just returned from lunch and appears to be under the influence of drugs or alcohol. What should I do?**

**A:** While it may be that this person is suffering from an illness rather than the effects of alcohol or drugs, you should notify your supervisor or Human Resources representative immediately.

**Q: Does this policy apply whenever I'm on TVA premises? For example, if I'm not formally scheduled to be at work but come in to do some work after hours, attend a special meeting, or take care of some administrative actions required of me, does this policy still apply?**

**A:** Yes. The primary purpose of this policy is to contribute to creating a safe work environment at all times. Impairment can lead to a safety incident at any time, not just when one is formally scheduled to be at work.

## Employment Practices, Equal Opportunity, and Diversity

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*TVA provides equal opportunity in employment to all employees and applicants; prohibits reprisal and discrimination because of race, color, religion, sex, gender identity, national origin, age (40 and over), mental and/or physical disability, or sexual orientation; and develops comprehensive affirmative employment programs designed to overcome the effects of past or present employment policies that may operate as barriers to equal opportunity.*

### **OUR RESPONSIBILITY**

Employment opportunities include terms, conditions, and privileges of employment, including but not limited to hiring, job placement, training, compensation, discipline, advancement, and termination. TVA will comply with all applicable federal employment laws in a good faith effort to achieve equal opportunities for all.

TVA's Equal Opportunity Compliance (EOC) staff is responsible for providing counseling services to employees and applicants and administering the equal employment opportunity (EEO) complaint procedure. The TVA Director of EOC makes final agency decisions on formal complaints of discrimination and has authority to order appropriate corrective actions.

If, as a TVA employee or applicant, you believe you have been discriminated against on the basis of one of the above categories, you have a right to seek corrective action by filing a complaint. You must consult with an EEO counselor prior to filing a complaint in an attempt to informally resolve the matter. You must initiate contact with a counselor within 45 days of the date of the matter alleged to be discriminatory or, in the case of a personnel action, within 45 days of the effective date of the action.

# Harassment

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*Employees shall not harass anyone else in the workplace on the basis of race, color, religion, sex, gender identity, national origin, age, sexual orientation, or disability. Such conduct is a form of discrimination that violates TVA policy and the law.*

## OUR RESPONSIBILITY

Harassment is prohibited and will not be tolerated. Harassment includes verbal, nonverbal, or physical conduct that shows dislike or hostility because of race, color, religion, national origin, gender identity, age, sex, sexual orientation, or disability and that:

- Creates an intimidating, hostile, or offensive working environment;
- Unreasonably interferes with an individual's work; or
- Adversely affects an individual's employment opportunities.

Employees who believe they are being harassed or have been harassed – or who observe or otherwise become aware of such harassment in the workplace – should immediately report the incident to any of the following:

- Their immediate supervisor or next level of management;
- Their Human Resources representative;
- TVA's EOC Staff; or
- The OIG Empowerline.

This procedure does not require an employee to report perceived harassment to a supervisor or to an individual whom the employee believes to be the harasser.

For more complete information, please consult TVA's policies. If harassment is found to have occurred, appropriate disciplinary action up to and including termination of employment will be taken.

## QUESTION AND ANSWER

**Q: My coworker sometimes forwards emails containing offensive material to a few people on our team. Is that improper, since only a small group of people receive the messages?**

**A:** Emails containing discriminatory or sexually oriented information or information conflicting with TVA's policies are strictly prohibited. Such messages violate TVA's policy regarding proper use of TVA computing resources. It does not matter if only a few people receive the emails.

**Q: I told a sexually suggestive joke in a meeting and everyone laughed, both men and women. Isn't that okay?**

**A:** Jokes of a sexually or racially discriminatory nature are improper. Sometimes people laugh to cover up their embarrassment or discomfort. You can't assume a joke is acceptable just because nobody objects at the time.

**Q: One of my team members is constantly insulting another team member. This person makes everyone else in our work group feel uncomfortable. What can I do?**

**A:** Your coworker's constant insults are not consistent with TVA values. The coworker should be made aware that his or her actions are affecting others. If you feel comfortable and safe doing so, you can talk to this person yourself. If not, you should alert your supervisor about the situation.

## Workplace Violence

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*TVA strives to provide a workplace for employees that is free from physical attack, threats of violence, and menacing or harassing behaviors.*

### OUR RESPONSIBILITY

TVA will not tolerate any unwanted or hostile physical contact, including physical attack, or a threat of violence, harassment, or damage of property by or against any employee.

Any employee who experiences, witnesses, or has knowledge of acts, conduct, behavior, or communication (threat) that may be or may lead to a workplace violence event should immediately report the incident to any of the following:

- Their immediate supervisor or next level of management;
- TVA Police;
- Their Human Resources representative; or
- The OIG Empowerline.

Reports or complaints of violence, threat of violence, or harassment will be taken seriously and promptly investigated.

### QUESTION AND ANSWER

**Q: What should I do if I see a potentially violent situation developing between two of my colleagues?**

**A:** If you see or hear any act that is threatening, or carries the potential for violence, call your supervisor, the TVA Police, your work group's Human Resources representative, or the OIG Empowerline. Please act immediately.

**Q: I overheard a coworker threaten another employee. The other employee was upset but was afraid to report the incident. Should I report it?**

**A:** Tell your supervisor about the incident immediately. If you can't reach a member of your work group's management team, contact the TVA Police or the OIG Empowerline. TVA investigates all reported acts or threats of violence.

# Firearms and Weapons

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*To ensure a safe environment for our employees, customers, and contractors, the display, transportation, possession, or use of firearms or deadly weapons on property controlled by TVA is strictly prohibited.*

## OUR RESPONSIBILITY

To ensure a safe environment for our employees, customers, and contractors, the display, transportation, possession, or use of firearms or deadly weapons on property controlled by TVA is generally prohibited.

- Federal law prohibits the possession of deadly weapons on federal property, including most TVA properties, except by authorized personnel.

## QUESTION AND ANSWER

**Q: What is a “deadly weapon”?**

**A:** A deadly weapon includes anything used or intended to be used to cause death or serious bodily harm, such as firearms, bows, and knives with blades longer than 2-1/2 inches.

**Q: I use a knife at work that has a blade longer than 2-1/2 inches. Is that legal?**

**A:** Items that have been approved by management for you to possess and use in the performance of your duties, even if they would otherwise fall within the definition of a deadly weapon, are permissible.

**Q: Are firearms or deadly weapons allowed anywhere on TVA property?**

**A:** Possessing firearms or weapons is generally prohibited on any property controlled by TVA. TVA does authorize hunting on some property controlled by TVA and firearms or deadly weapons are allowed in those areas, subject to state and local regulations.

**Q: If I am going hunting immediately after work, may I keep my hunting rifle in my vehicle during work hours?**

**A:** No, if the vehicle is parked on property controlled by TVA and posted as an area where firearms or weapons are prohibited.

**Q: I have a permit to carry a firearm. May I bring my carry weapon to work? If not, may I keep my carry weapon in my vehicle during work hours?**

**A:** No, even individuals who have state-issued carry permits or licenses are prohibited from bringing any firearms or weapons into TVA work areas or posted TVA property. If a vehicle is parked on property controlled by TVA or in a posted area, leaving the firearm or weapon in the vehicle is prohibited.

# Social Media Guidelines

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## OUR RESPONSIBILITY

Social media are powerful communications tools that have a significant impact on corporate and professional reputations. While employees are welcome to participate in social media when away from the office, TVA expects all employees to understand and follow some important guidelines for keeping TVA separate from personal participation in social media.

Employees are reminded that they are responsible for following all TVA policies, practices and ethical standards governing the use of their official position, TVA information and TVA resources. Resources that provide direction on the proper use of an official TVA position, TVA information, TVA websites and TVA electronic resources, and other property include TVA-SPP-12.01 (Acceptable Use of Information Resources), TVA-SPP-12.02 (TVA Information Management Policy), TVA-SPP-26.03 (Communication with Internal and External Audiences), TVA-SPP-26.09 (Website Development), the TVA Code of Conduct, and the ethical standards governing the conduct of all federal employees. Violations of these policies, practices and standards could result in disciplinary action.

## GUIDING PRINCIPLES

- The use of an @tva.gov email address is prohibited when establishing personal accounts on social media platforms.
- TVA Communications manages all TVA presences on social media. Employees shall obtain approval from their manager prior to contacting Communications for new social media accounts on behalf of TVA.
- Classified, sensitive, restricted, proprietary or privileged information shall not be posted on any website. This includes TVA information and third-party proprietary or business-sensitive information for which criminal penalties might be applicable in the event of an unauthorized disclosure.
- Employees shall respect copyright laws and fair use of copyrighted material and attribute work to the original author/source wherever possible. Posts shall also comply with privacy, financial disclosure, and other applicable laws.
- Employees shall not use names, TVA positions, logos, slogans or trademarks to endorse any product, service, contractor or political candidate.
- When accessing social media sites for professional or personal use, TVA personnel shall not represent the policies or official position of TVA unless they have been authorized to do so as part of their job responsibilities. When authorized to speak on behalf of TVA, an employee shall seek the assistance of Communications or the Chief Ethics Officer prior to posting comments.
- When expressing an opinion on a TVA matter professionally or personally, an employee shall not claim or imply they are speaking on behalf of TVA. If an employee opts to identify him- or herself as a TVA employee, then it shall be stated that the posting is the employee's opinion only and not TVA's position or point of view.

- Ensure all content published are accurate and not misleading. Review content for grammatical and spelling errors. This is especially important when posting on behalf of TVA in any capacity.
- Emails and other correspondence conducted over personal social media channels that is official business of TVA shall be preserved and retained in a manner similar to other official documents. If an unsolicited official contact is received through an employee's personal email or social media presence, a copy of the correspondence shall be forwarded to the employee's official email account and responded from that platform.
- While in work status, personal use of social media shall be limited to incidental, acceptable use of reasonable duration and frequency that does not adversely affect the employee's performance of official duties and that is not considered an inappropriate use of IT resources.
- Employees shall assume responsibility for comments, username and any information provided on social media sites.
- Employees shall always take into consideration TVA-SPP-11.8.4 (Expressing Differing Views), which encourages the expression of concerns and differing views and provides employees with avenues for presenting them. When disagreeing with someone's opinion, ensure that comments are professional, appropriate and polite.
- Employees shall remain focused on TVA's customers, stakeholders, and existing commitments, fulfilling the mission and achieving the vision.

