

p.s. Also your Code of Conduct or Code of Ethics, if you have one.

Begin forwarded message:

From: LAUREN ANDERSEN [REDACTED]
Subject: Re: Public Records Access Request No. 17269
Date: September 19, 2016 at 11:12:33 PM EDT
To: PA FOI <pafoi@panynj.gov>

Thanks. It would be helpful if you could provide policies and procedures pertaining to security cameras at JFK airport, particularly in the British airways terminal.

Also, if you have any further policies pertaining to arrests, that would be useful too.

Kind regards,
Lauren Andersen

main (1) [REDACTED]
mobile (1) [REDACTED]

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THE PORT AUTHORITY OF NEW YORK AND NEW JERSEY PRA # 17375
PUBLIC RECORD ACCESS FORM

Action by (print / type name):

William Shalewitz

, Freedom of Information Administrator

Signature:



Date:

11/03/2016

On behalf of the Secretary of the Port Authority, as Records Access Officer and Custodian of Government Records of the Port Authority.

- The requested records are being made available.
- Any responsive records that may exist are currently in storage or archived, and a diligent search is being conducted. The Port Authority will respond by:
- A diligent search has been conducted, and no records responsive to your request have been located.
- The requested records that have been located are not being made available, as they are exempt from disclosure for the following specific reasons:

- Some requested records that have been located are being made available. The remainder are exempt from disclosure for the following specific reasons:

Security.

- The request does not reasonably describe or identify specific records; therefore, the Port Authority is unable to search for and locate responsive records. Please consider submitting a new request that describes or identifies the specific records requested with particularity and detail.

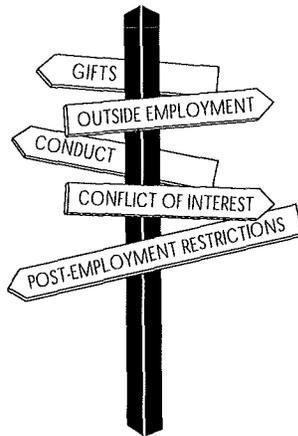
- Other:

Material responsive to your request can be found on the Port Authority's website at <http://corpinfo.panynj.gov/documents/17375-O/>. Paper copies of the available records are available upon request.

This form is promulgated by the Port Authority pursuant to the Port Authority Public Records Access Policy and is intended to be construed consistent with the New York Freedom of Information Law and the New Jersey Open Public Records Act. It is intended to facilitate requests for Port Authority public records and does not constitute legal advice.

Serving in the Public Interest:

The Guide to Port Authority Ethical Standards



THE PORT AUTHORITY OF NY & NJ

Foreword

This guide was first issued in 1988 under the title “The Port Authority Way: A Guide to Ethical Standards.” It is designed to reinforce your familiarity with and understanding of the Port Authority’s Code of Ethics and Financial Disclosure and ethics policies. It is not intended to be exhaustive, and it cannot contain the full detail of every single policy.

As you read through this guide, please remember that there is no way to address every conceivable circumstance that might arise. You must exercise intelligence, common sense and good judgment to apply the principles in this guide to each situation you encounter. This guide provides basic guidelines and references to more detailed Administrative Policy Statements (AP’s), Port Authority Instructions (PAI’s), the *General Rules and Regulations for All Port Authority Employees*, Office Memoranda and other sources of policy information familiar to us. The Appendix to this guide provides a listing of those sources, which are available to each and every employee. This guide will be updated from time to time to reflect changes or additions as appropriate. If you have questions, you should read the documents referred to or consult the appropriate people (see “Where to Go For Assistance and Advice,” Page 37).

November 2000

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Introduction

All of us who are associated with The Port Authority of New York and New Jersey take pride in an organization which is considered to be one of the outstanding public agencies in the nation. We have achieved this reputation because of our high standards of performance, clear dedication to our mission, and strong belief in our core values: Responsibility, Quality, Accountability, Integrity.

To emphasize our high ethical standards, the Port Authority (PA) has published, over the years, administrative policies and publications to provide standards for employee conduct and performance. Each of us is expected to be familiar with these instructions and policies and to act in a manner consistent with the spirit as well as the letter of these standards. For example, you should not, by your conduct, give the appearance that anyone can improperly influence you, nor should you act in a way that might reasonably lead to the conclusion that you are engaged in acts which are in violation of the public trust.

This guide contains several examples which illustrate what would (or would not) constitute a violation of certain policies or provisions. While some of these may appear to be obvious to you, many of the examples have been written so as to be clear to any reader.

Our standards of ethical conduct call for a high degree of discipline and judgment in carrying out our work responsibilities. It is our intention to enforce these standards diligently to maintain the level of integrity to which we all mutually aspire. Accordingly, a breach of

our standards or other wrongful behavior will subject an employee to disciplinary action, including dismissal when warranted.

It should be clear, however, that by maintaining a commitment to do what is right and fair with respect to the public we serve and the organization as a whole, we will sustain and continue to strengthen the well-deserved reputation that the PA has earned for **SERVING IN THE PUBLIC INTEREST.**

The Code of Ethics and Financial Disclosure

The Code of Ethics and Financial Disclosure has been established to help the Port Authority and its employees maintain the highest levels of honesty, ethical conduct and public trust.

The provisions of the Code of Ethics and Financial Disclosure apply to every employee. (Note: This is so regardless of whether or not an employee must file a Financial Disclosure Statement.)

An employee should not by his/her conduct give a reasonable basis for the impression that any person can improperly influence him/her or unduly benefit from his/her favor in the performance of his/her official duties.

Conflict of Interest

We are responsible for conducting business solely in the public interest. Each of us bears a responsibility to avoid financial or other interests which could create a conflict between our official responsibilities and our personal affairs.

A conflict of interest exists when an employee participates directly or indirectly in a Port Authority transaction when the employee knows that he/she (or a member of his or her immediate family) has a financial or other interest in the transaction or in a business involved in the transaction, or is negotiating or has an arrangement concerning prospective employment with persons or businesses involved in the transaction.

In any case where an employee believes his/her situation at work might present a conflict or other ethical issue, the employee must immediately disclose the details to the attorney designated by General Counsel under the Code of Ethics and Financial Disclosure.

Example: Bob's daughter is a high-ranking officer and part owner in Acme Corporation. Bob may not, in the course of his Port Authority duties, administer a contract or otherwise participate in transactions between the Port Authority and Acme Corporation.

Example: Margaret's duties include typing leases and she is acquainted with an individual employed by Big Firm, Inc., which is renegotiating a lease with the Port Authority. Even though she is typing this lease, if she is not involved in the transaction through decision, approval, disapproval, recommendation, influence, advice, investigation or audit, or the individual is not a member of her immediate family, Margaret does not have a conflict of interest.

References: AP 20-1.15, General Rules and Regulations

Post-Employment Restrictions

People who have served as Port Authority employees are covered by the post-employment restrictions contained in the Code of Ethics and Financial Disclosure.

The post-employment restrictions address ethics problems that sometimes arise when a Port Authority employee leaves Port Authority service to work else-

where. These restrictions are necessary to prevent Port Authority employees who know they are leaving Port Authority service from, consciously or otherwise, giving favorable treatment to potential employers or acting so as to situate themselves better for contemplated employment elsewhere. Port Authority policy minimizes the potential for impropriety or the appearance of impropriety by prohibiting participation in any capacity, by a former Port Authority employee, on behalf of anyone other than the Port Authority, in connection with any contract, including a lease or a claim, in matters where the Port Authority is a party or has a direct and substantial interest, for one (1) year after an individual leaves the Port Authority.

An exception to the one-year bar has been established for individuals who were not required to file a Financial Disclosure Statement (see "Financial Disclosure," below) prior to leaving Port Authority service and whose employment has been terminated because of participation in a retirement incentive program, or because of economy, consolidation or abolition of functions, curtailment of activities or other reduction in the work force.

A former Port Authority employee is permanently barred from participating in any capacity, on behalf of anyone other than the Port Authority, in connection with any contract, including a lease, or a claim in which the former employee participated directly or indirectly while a Port Authority employee, where the Port Authority is a party or has a direct and substantial interest.

An exception to both the one-year bar and the permanent bar has been established for (i) individuals working in government service; and (ii) certain individuals who were lower-level temporary Port Authority employees performing routine, ministerial tasks, provided that in either case the former employees were not required to file a Financial Disclosure Statement.

Contracts with current Port Authority employees for post-employment consulting work for the Port Authority (or its subsidiaries) require prior approval of the Board of Commissioners. Contracts with former Port Authority employees for consulting work for the Port Authority (or its subsidiaries) require prior approval of either (i) the Board of Commissioners (if the former employee was subject to financial disclosure requirements) or (ii) the Ethics Board.

Example: Peter leaves his job with the Engineering Department to work for an engineering consulting firm. He may take the job, provided that he does no work in connection with any Port Authority contract or claim in matters where the Port Authority is a party or has a direct and substantial interest, within one year of leaving his job.

Example: Four years after leaving her job with the Port Commerce Department in the planning division, Olivia is hired by a developer to implement a land transaction between the developer and the Port Authority contemplating the development of a shopping center on a parcel of land the developer rents from the Port Authority. If she had participated through decision, approval, disapproval, recommendation, influence, advice, investigation or audit in the land transaction while at the Port Authority, she is prohibited from accepting the job.

Example: Dave, a Port Authority clerical aide who is a temporary employee working in a file room, leaves the Port Authority to work for a temporary employment agency. Dave was not required to file a Financial Disclosure Statement. He may take an assignment to do filing work for the Port Authority (as the employee of the temporary agency) within one year of his departure from Port Authority service.

Example: Brenda decides to participate in a Port Authority retirement incentive program, and leaves her position as a financial analyst in the Aviation Department. Since she was required to file a Financial Disclosure Statement, she may not work for a consulting firm on a Port Authority contract within one year of leaving her Port Authority job.

References: AP 20-1.15

Confidential Information

In the course of work, employees often acquire or become entrusted with confidential information concerning Port Authority business, finances, or other sensitive matters. Such information should not be disclosed to non-Port Authority individuals without prior authorization. Should an active or former employee knowingly make use of confidential information for his or her own or another person's actual or anticipated gain, such action would constitute a breach of the Port Authority's ethical standards.

If any person attempts to in any way disclose information of a commercial nature to any Port Authority employee and there is any suggestion that the information is submitted in confidence and that compensation

for the use of the information is expected, the employee must immediately advise the person that he/she cannot accept any such information relating to the Port Authority or to their Port Authority duties in confidence and that he/she has no authority to commit the Port Authority to pay for any information or its use. This policy relates only to information submitted with the primary aim of financial profit to the submitter, and its provisions do not apply to transactions that arise in the normal course of Port Authority business. The objective of the policy is to protect the Port Authority against claims alleging that information of a commercial nature disclosed to the Port Authority was used by it either in violation of a confidential relationship or in violation of an implied promise to pay for it.

(Any questions concerning what confidential information may or may not be disclosed should be brought first to the attention of your unit supervisor or department head, as appropriate, for instruction.)

References: AP 20-1.15, PAI and AP 20-6.02, General Rules and Regulations

Financial Disclosure

The Port Authority uses a number of methods to focus attention on our individual ethical responsibilities, chief among which is the Financial Disclosure Statement filing requirement under the Code of Ethics and Financial Disclosure. This Statement allows employees to consider and document their outside financial and other interests, and serves to remind employees about the importance of avoiding situations where certain aspects of their private lives may come into ethical conflict with their duties and responsibilities as Port Authority employees.

By making information about the activities and investments of covered individuals available to the attorney designated under the Code of Ethics and Financial Disclosure and the public, the Port Authority and the people it serves can better determine the existence of a conflict of interest or potential violation of public trust.

Every employee at or above Level B-97, and other employees designated from time to time by their director based on the nature of the employee's job responsibilities, must complete a Financial Disclosure Statement and submit it to the Law Department on or before May 1 of each year. Such employees who have not previously filed a Statement must file within 30 days of hiring or promotion, as well. Information is requested concerning the employee and certain members of his or her family.

A filer may, at the time a Statement is completed, certify as to the lack of an interest or involvement in a Port Authority transaction on the part of a spouse or unmarried dependent child, in lieu of making certain detailed disclosure with respect to such family member.

The information disclosed in the Statement is subject to internal and public inspection within the limits provided in the Code of Ethics and Financial Disclosure and the Port Authority's policy and procedure on Freedom of Information. The Code requires each Statement submitted to the Law Department to be filed under lock and key, with limited internal access to a Statement. When a member of the public asks to inspect a Statement, the employee who filed it is advised of the request and the identity of the requester before a decision is made on the request. The employee is advised of the final decision, when made.

A filer may, at any time, request in writing to the Law Department that any item disclosed in the Statement be withheld from public inspection because public inspection of that item would be an unwarranted invasion of privacy. Such request must state specifically the reason why the item should not be disclosed. The decision as to whether such request is granted shall be communicated to the employee at least ten (10) days prior to final disposition of the request for public inspection of that Statement.

References: AP 20-1.15, PAI and AP 15-2.03, General Rules and Regulations, Financial Disclosure Statement (and instructions), Form PA 3375

Personal Conduct

Employees are expected to be scrupulous in their conduct with regard to the public and in business dealings, as well as in their relationships with other employees.

General Personal Conduct

Relations with fellow employees, as well as those with the public and supervisors, should be handled with tact and courtesy at all times. It is important that public and business contacts be conducted with politeness and respect. Polite handling of complaints and criticisms, and immediate corrective action or reference to a supervisor, are necessary. An employee's name and/or number shall be given promptly to anyone on request.

No employee shall commit any act or neglect any duty which in any way is prejudicial to good order, discipline, or efficiency, or reflects unfavorably upon the good name and reputation of the Port Authority, or adversely affects the interests of the Port Authority or those of the general public.

References: General Rules and Regulations

Using Influence and Seeking Privileges

Attempts by employees to obtain preferential treatment through influence, political or otherwise, are strictly prohibited. No employee may, directly or indirectly, use or attempt to use his or her employment with the Port Authority to secure unwarranted privileges, exemptions, or other benefits for himself or herself or

for others. No transportation or any kind of special treatment is to be solicited or accepted from Port Authority patrons or tenants.

Furthermore, in no instance should employees use their Port Authority employment to secure jobs with Port Authority contractors, tenants or others with whom we do business on behalf of members of their own or of another employee's family.

Example: Stu is a Port Authority employee whose car is towed from his apartment development because the vehicle's registration expired. He is told by his Building Manager that in order to claim the vehicle he will have to pay the \$90 towing fee as well as \$15 per day in storage charges. When Stu contacts the towing company to arrange to reclaim the vehicle, he realizes that the company is the same one that has the exclusive vehicle towing contract for his facility. Stu may not try to use his status as a Port Authority employee to attempt to get a discount or waiver of fees for the tow job.

References: AP 20-1.15, General Rules and Regulations

Gifts and Gratuities

Employees are not to offer or accept gifts or gratuities of any kind, or accept cash, cash discounts or other favors which might tend to obligate them to any individual or organization which does or is likely to do business with the Port Authority. Where retail discounts are available to the general public or where retail discounts are available to all employees (Port Authority and non-Port Authority) who work at a multi-tenant facility, such discounts may be

accepted. Gratuities may be accepted where they are specifically authorized (such as tips to Redcaps). In addition, employees should not accept any kind of special treatment from patrons, tenants, or organizations doing business or which are likely to do business with the Port Authority. Further, supervisors should never solicit contributions from any employee under their supervision.

Gifts of trifling value (for example, souvenir T-Shirts, coffee mugs) may be accepted as long as they are not intended to influence or reward the recipient. Clearance should be obtained from the employee's director.

If an employee is compelled to accept a gift other than one of trifling value, it should be brought to Port Authority offices to be put in the custody of the Port Authority.

Example: Patricia is an Accountant in the Comptroller's Department. Her responsibilities include processing payments to a vendor, Tom Mackenzie. During the holiday season, Tom sends Patricia a basket of cheer valued at \$300 to thank her for providing assistance during the year. Patricia should advise her supervisor of the gift she received and return the basket of cheer to the vendor with a letter indicating that it cannot be accepted under Port Authority policies.

Example: Jane, a Senior Property Representative, travels to Asia to meet with potential tenants for the World Trade Center. As is their custom, they present her with a gift. Since it would be an affront for Jane not to accept the gift, she should accept it. Jane should turn the gift over to the Port Authority's custody for possible public display.

Attempts to bribe Port Authority employees represent flagrant attacks on the integrity of the agency and its employees. To assist the Port Authority in preserving the highest level of integrity, employees should be perceptive and alert to such overtures and take the following action when bribery overtures are made: (i) avoid any statement or implication that the employee will or will not accept the bribe; (ii) attempt to hold the matter in abeyance; (iii) report the matter directly to the Office of the Inspector General promptly or as soon as practical; and (iv) avoid unnecessary discussion of the matter with anyone.

References: PAI 20-1.06, AP 20-1.15, General Rules and Regulations

Attendance at Business/Social Functions

Attendance at business-related luncheons and dinners is generally permissible under our policies. Staff should first focus on whether the business meeting needs to be over a meal, at all. Additionally, individual departmental guidelines regarding approval and other matters must be complied with. Regarding business-related meals, if an employee initiates the appointment, the employee should pay for his/her meal. When the other person initiates it, the Port Authority employee should pay for his/her own meal, unless he/she has an ongoing business relationship with the other person, in which case reciprocal (alternating) payment of comparable bills is permissible on an occasional basis.

Attendance by Port Authority staff at social events as the guest of anyone with whom the Port Authority does, or is likely to do, business, should be handled with discretion. If failure to attend would be an embar-

assment to the Port Authority, or if there is other demonstrable value to the Port Authority in attending, prior approval in writing from the director should be obtained. Good judgment should be used in limiting the number of Port Authority staff attending.

If an employee attends a social function on his/her own time and at his/her own cost, there is no need for director approval.

If ten (10) or more staff members representing the Port Authority are attending an event, regardless of who pays, the prior written approval of the Chief of Staff is also required.

If an employee is offered a gift, door prize or raffle winnings other than of trifling value at a social/business event, he or she:

- cannot accept it if the Port Authority paid for his/her attendance (even if the employee personally pays for the raffle ticket);
- cannot accept it if the employee is the guest of a Port Authority business partner or third party, and if the Port Authority authorized his/her attendance;
- can accept it if the employee paid for all costs and if personal or vacation time is used.

Where all Port Authority employees who work at a multi-tenant facility are invited to a holiday party or open house (along with all others who work at the facility), their attendance is appropriate. If attendance is somehow targeted to a more restricted group of employees and other facility workers, the situation should be treated and dealt with as attendance at a social event, as described above.

Example: John is a Manager at Port Newark and he attends (at the Port Authority's expense) a dinner sponsored by an association of port tenants. A raffle takes place for a four-day Bermuda cruise. If John wins the cruise, he cannot accept the prize, since the Port Authority paid for him to attend this function.

References: PAI 20-1.06, AP 30-3.51

Outside Employment

Port Authority employees are required to request and obtain permission from their unit head and their director to engage in compensated non-Port Authority employment (including but not limited to self-employment, sole proprietorship, partnership, family-owned corporation, etc.). Permission may be granted provided that the work performed, whether for others or oneself, is in accord with the Code of Ethics and Financial Disclosure, is not prejudicial to the Port Authority's interests and the employee's job duties do not suffer. Such permission must be obtained at least on an annual basis. Permission to engage in outside employment does not relieve employees from compliance with the Code of Ethics and Financial Disclosure.

Supervisors should not solicit or engage any employee under their supervision to perform outside employment.

Example: Betty, who works in the Aviation Department, is in regular and continuous contact with Never Ice, a company that provides de-icing chemicals and delivery systems for airplanes and runways. Her

Port Authority duties involve the award and administration of supply and services procurement contracts for Port Authority airport facilities. One of these contracts is with Never Ice. She may not be retained by Never Ice as an expert witness on airport de-icing procedures in a lawsuit involving a 1985 accident in Philadelphia.

Example: Archie is an Associate Designer (Electrical) in the Engineering Department. He may do "freelance" artwork and drafting work on his own time for certain corporate clients, provided he gets prior written approval from his unit head and director, on the basis that (1) his Port Authority duties will not suffer, (2) such outside employment is not prejudicial to the Port Authority's interests, and (3) he does not participate in Port Authority transactions involving his outside clients (and so does not have a conflict of interest under the Code of Ethics and Financial Disclosure).

References: PAI and AP 20-1.04, AP 20-1.15, General Rules and Regulations, Office of the Executive Director - Office Memoranda 9-81 and 15-87

Political Activities

Given the unique bi-state character of the Port Authority, independent of state and local elections, the agency since its inception has carried out its responsibilities in a non-partisan manner for the public good. Accordingly, partisan political involvement is inappropriate. Employees must not use their official authority or influence to interfere with elections or nominations for any federal, state, county, or municipal office or actively

work to affect their results. Employees may, however, pursue non-partisan candidacies for membership on the board of a public agency or institution, such as a Board of Education, provided that their department or office head and the Director of Human Resources decide that the holding of such local office will not conflict or interfere with the discharge of their Port Authority duties.

In addition, employees may not directly or indirectly induce or counsel other employees to make any political contribution and may not actively participate personally or in support of partisan political campaigns.

There is no intent to interfere with employee rights as citizens to vote and express personal views on political subjects and candidates. Employees may make reasonable voluntary campaign contributions to any regularly constituted political or campaign organization for its general expenditures. By "reasonable" is meant an amount not so much as to make the employee a prominent contributor, identified with either the candidate or the party.

Example: Veronica wishes to become a candidate for an unpaid appointment, nomination or election to her local school board. Neither the Code of Ethics and Financial Disclosure nor the policy on Outside Employment is applicable. However, she may accept such appointment, nomination or electoral office only if her director and the Director of Human Resources decide that her holding this office will not conflict or interfere with her Port Authority duties.

References: PAI and AP 20-1.07

Employment of Relatives

In pursuit of its policy to seek the best qualified candidates to fill position vacancies, the Port Authority allows its staff to refer relatives for employment consideration because such referrals have proven over the years to be a good complement to our other applicant sources. Selection of the best qualified candidate is made from a pool of all applicant sources, within certain restrictions.

Relatives of employees in positions graded at or above Level B-95 (or the equivalent in other Pay Plans) may not be hired. Relatives of other employees may be hired only with the approval of the Director, Human Resources Department. Relatives may serve in the same organization unit, but only in other than a supervisory-subordinate relationship, and only with the concurrence of the Human Resources Department. A supervisory-subordinate relationship for the purpose of this policy includes direct supervision, supervision exercised through intermediate supervisors, and certain quasi-supervisory relationships (such as lead positions and group leaders).

Furthermore, in no instance should employees use their Port Authority employment to secure jobs with Port Authority contractors, tenants or others with whom we do business on behalf of members of their own or of another employee's family.

When an employee refers a relative for employment, it is the responsibility of that employee to instruct the relative to indicate the relationship on the application form. Any staff member who becomes aware of a situation which may be in conflict with this policy should immediately contact the Director of Human Resources.

References: PAI and AP 20-1.13, AP 20-1.15

Discrimination and Harassment

The Port Authority, as part of its commitment to equal employment opportunity, prohibits acts of discrimination or harassment on the part of any employees on the basis of sex, race, color, religion, age, national origin, or disability. Furthermore, sexual harassment (including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature) is also prohibited. Behavior constitutes sexual harassment when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment; or
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

In prohibiting such discrimination and harassment, the Port Authority reaffirms its belief that every employee must be treated with dignity and respect. We expect all employees to support our policy by acting in accordance with it and by bringing any violations of this policy to our attention. Any complaints should be referred to the Manager, Office of Equal Opportunity in the Human Resources Department, or to your immediate supervisor (or, if this is not possible, to a higher level manager), or to the Employee Complaint Representative for your department or office.

References: Office of the Executive Director - Office Memoranda 8-87, 4-92 and 3-98, Human Resources Department Bulletin 94-1

Solicitations by Employees

No employee shall, without the express written approval of the Executive Director, solicit or accept from any Port Authority patron, tenant or other person doing business with the Port Authority, either for himself/herself or any organization or group, any of the following: a contribution, gift, subscription, or other thing of value, either directly or through the medium of tickets to benefits or other functions, advertising space in programs, or any device whatsoever.

Supervisory employees are never to solicit contributions from those under their supervision.

No transportation or any kind of special treatment is to be solicited or accepted from Port Authority patrons or tenants.

Example: Chris is a Manager in the Office of Business and Job Opportunity. In addition to his work responsibilities, Chris also volunteers his time at UNICEF. During the holiday season, Chris assists UNICEF by selling greeting cards to support a specific cause. Chris cannot ask any employee that he supervises nor any person or firm that does business with the Port Authority to purchase these cards.

Example: Fred is a Port Authority line department advertising manager. He may solicit orders from individuals and firms doing business with the Port Authority for advertising in a magazine published by the Port Authority.

References: PAI 15-5.01, General Rules and Regulations

Lost and Found

Port Authority employees are not entitled to claim lost articles found by them on Port Authority property. Articles found at Port Authority facilities are to be placed in the custody of the Property Clerk designated by the facility manager. Any article found on a bus, aircraft or other public conveyance at a facility is to be delivered to the carrier by the finder.

Example: Kevin is an Information Agent at the PABT. While waiting to take his bus home one evening, he finds a laptop computer at the bus gate. Kevin may not keep the laptop computer and must immediately turn it in to the designated Property Clerk at the PABT.

References: PAI and AP 15-5.02, General Rules and Regulations, Appropriate Facility Rules and Regulations

Proper Use of TransitChek and Employee Pass Privileges

As a benefit of employment, certain employees are eligible to receive facility passes which provide for free passage at Port Authority tunnels and bridges when the employee is a driver or passenger in a standard passenger automobile, or for parking at designated airport terminal parking lots. These passes may only be used by such Port Authority employees, who must be prepared to present Port Authority photographic identification when any pass is used. They may not be used by a spouse or other family member unless the employee is present in the car.

As a benefit of employment, certain employees are eligible to participate in the TransitChek Program, which encourages the use of public transportation by providing eligible employees with a transit subsidy towards their daily commute to and from the workplace. Employees who elect to participate in the program are not eligible to receive facility passes for commutation, except in those cases where the use of a vehicle is necessary to access public transportation. TransitCheks obtained through participation in this program may only be redeemed at designated transit outlets for commutation passage. MetroCards are provided to program participants whose commutation solely involves use of transit services that accept MetroCards. Employees whose only public transit commutation is on PATH may elect to receive a PATH QuickCard in place of TransitCheks.

Employee facility passes, TransitCheks, QuickCards and MetroCards provided to program participants are not transferable.

Example: Karen is a Port Authority secretary who lends her mother her car to go to Manhattan. Karen cannot allow her mother to use her employee passes (which are in the car) as these passes are not transferable.

References: PAI and AP 40-1.01, AP 40-1.02

Port Authority Contracts, Funds, Equipment & Property

Contract Administration

Staff who are involved in the development, selection and administration of Port Authority contracts are entrusted with a substantial responsibility, as these functions directly impact upon the expenditure of public funds. The long-standing policies and procedures in this area are addressed in many forms, including the By-Laws, delegations of authority, the Authorization Procedures Manual, Office Memoranda, departmental procedure manuals and bulletins.

Employees engaged in these activities must be mindful not to put themselves in a situation which causes a conflict of interest, whether actual or potential, including situations which may give the appearance of a conflict of interest.

No Port Authority employee or consultant shall participate in any way in preparation, award or negotiation of a contract or in review or resolution of a claim in connection with such a contract if the employee or consultant has a financial interest in the contractor or potential contractor or if the employee or consultant has an arrangement for future employment or for any other business relationship with the contractor or potential contractor. If the possibility of such an arrangement is the subject of previous or current discussion, or if the employee has reason to believe it will be the subject of future discussion, or if the employee has any financial interest (substantial or not) in the contractor or potential contractor, or if an employee has reason to believe that any other situation exists which might be viewed as a

conflict of interest regardless of the employee's opinion, then in every such case the employee must disclose such information to his/her supervisor prior to the employee becoming involved in the contract. The supervisor shall advise his/her department head, who shall bring the matter to the attention of the Law Department's designated ethics attorney, assigned by General Counsel to consider questions of conflicts of interest. This does not attempt to state the complete responsibilities of an employee to avoid conflicts of interest. Sound judgment and common sense must always be applied.

Example: Bob is the Contract Administrator for the ABC Coldspot Refrigeration contract at LaGuardia Airport. When Bob's home air conditioner breaks down, the ABC technician on the airport job site offers to take a look at it. The technician diagnoses and repairs the problem, for which Bob is billed and pays the bill. Even though Bob made full payment (at ABC's regular service rates), his utilization of ABC for this work gives the appearance of impropriety in view of his role as Contract Administrator.

References: AP 20-1.15, Office of the Executive Director
- Office Memorandum 8-78

Safeguarding Funds and Property

All employees are responsible for complying with measures developed for safeguarding funds and property. In general, employees may not remove, take custody of, or dispose of Port Authority property without authorization. Any employee knowing or having good

reason to believe that there has been a theft, fraud, or other unlawful act affecting Port Authority assets or tenants' receipts from which Port Authority revenues may be determined should report such acts or beliefs to his/her division or facility manager who will notify their director for further action. An employee and/or supervisor should also notify the Office of the Inspector General if such acts are believed to involve wrongdoing, fraud, waste or abuse.

Example: Tom is a manager whose department's offices are being renovated. As a result, Tom no longer needs a desk lamp that had previously been in his old office. Even though Tom no longer needs the lamp, he may not remove it and give it to his daughter for her college dormitory room.

References: PAI's and AP's 15-5.03, 25-3.01, General Rules and Regulations, Office of the Executive Director - Office Memorandum 11-92

Disposition of Port Authority Property

No Port Authority property, regardless of value, may be sold or otherwise conveyed to any Port Authority employee or member of his/her immediate family, and no Port Authority employee shall knowingly buy any property that at any time belonged to the Port Authority. Employees should also be aware that Port Authority tools, materials and equipment are not to be removed from Port Authority property without prior authorization.

Example: Regina is a Buyer in the Procurement Department, and her responsibilities include coordinating

the disposition of Port Authority pool vehicles which are being retired and sold to auction houses. She knows that all employees, including herself, are barred from purchasing any of these vehicles at auction. She also may not suggest that her husband or any other member of her immediate family purchase one of the vehicles.

References: PAI and AP 25-3.01, General Rules and Regulations

Employee Business Expenses

It is mandatory that employees exercise prudent judgment when incurring expenses which are to be paid by the Port Authority. The Port Authority reimburses employees for reasonable expenses they incur that are directly related to its business. It is incumbent on employees to obtain receipts when necessary and to assure the expenses were incurred only for the purposes represented on the request for reimbursement. Employees should seek guidance from their supervisors on whether a specific activity would be considered an appropriate and reasonable business expense.

References: PAI's and AP's 15-3.01, 15-3.05, and 30-3.02, PAI's 15-3.04 and 30-3.01, AP 30-3.51

Use of Port Authority Vehicles

The Port Authority has established a Passenger Vehicle Program to supplement public transportation, as required, for the performance of official Port Authority business. Vehicles may be operated only by authorized personnel, on authorized trips, and no passengers are to

be transported other than authorized Port Authority employees, official guests and non-employees involved in official functions and activities. In general, vehicles may not be used for commuting to and from private residences unless appropriate authorization is granted. All operators of Port Authority vehicles are subject to applicable Port Authority, state, and municipal motor vehicle regulations.

Example: Bill works at the World Trade Center and has a 7:00 AM meeting scheduled for the next day at LaGuardia Airport, so he has received authorization to take a pool vehicle home overnight. He and his wife have made plans to meet his friends for dinner that evening. Although the place at which he is meeting them is on his way home (as is his wife's office), he may not use the Port Authority vehicle to pick up his wife and travel to the dinner.

References: PAI and AP 15-3.02

Personal Telephone Charges

Personal phone calls are permitted to certain local area codes within the limits described in the current policies on this subject. Employees are required to make reimbursement for other personal phone calls. Employees are expected to exercise prudent judgment to ensure that the length and frequency of calls are kept to a minimum.

References: PAI 30-3.03, AP 30-4.01

Port Authority Information

Public Access to Port Authority Records and Public Release of Information

The Port Authority subscribes to the principle that the public has the right of access to records within the purview of the Port Authority's established Freedom of Information policy. All records, including records stored electronically, are available for public inspection or copying, except those specifically exempted. Determinations of what information is available under the Port Authority's Freedom of Information policy are made by the Secretary of the Port Authority and requests which are denied may be appealed to General Counsel. For Freedom of Information requests that come from members of the media, or that could involve the media, the Office of the Secretary will consult with the Director of Media Relations.

Any information disseminated regarding our policies or activities must be accurate and consistent. The responsibility for releasing information to the media when a Freedom of Information request is not involved is therefore centralized in the office of the Director of the Media Relations Department, with the approval of other directors and above, as appropriate.

It is now possible to disseminate Port Authority data and information directly from one's computer terminal. However, no data may be released to the public without the reviews as described in the preceding paragraphs. Exception to this is data and information already

officially published and released by the agency (e.g., Port Authority Annual Report, Official Statement, etc.).

References: PAI's and AP's 15-1.01, 15-2.03 and 50-1.01

Information Technology/Computing Resources

Port Authority information is a corporate asset. Responsibility for computer information security rests with all employees and contractors.

Computer and communications equipment, systems and data must be protected from accidental or deliberate unauthorized access, theft, modification or loss. Port Authority computing resources include, but are not limited to personal computers, software, peripherals, data storage and devices, personal digital assistants, local and wide area network components, Port Authority-provided dial-up connections, E-mail, Internet access, laptops, terminals, remote access and any other means of automated information exchange or data access. Port Authority computer resources are purchased for Port Authority business purposes, and employees and contractors may not use such computer resources for the production of income for any person or organization other than the Port Authority, or in support of any purposes not related to Port Authority business. While incidental personal and non-commercial use of these resources is permitted as described in the current policies on this subject, employees are expected to exercise prudent judgment regarding the frequency and length of time of such incidental personal use, to ensure that all computing resources are used for their intended purpose of Port Authority business.

Access to computer information should be limited to that required by the requester to perform his/her job. All owners and users of information (including employees and contractors) are accountable for understanding their responsibilities and obligations in the use and protection of computer information.

Employees and contractors may not duplicate any licensed software or its related documentation for use either on Port Authority premises or elsewhere unless the duplication is expressly authorized by agreement with the licensor. Computer software and documentation are covered under copyright laws and are usually licensed for use on only one computer. Unauthorized duplication of software may subject employees to both civil damages and criminal penalties under the U. S. Copyright Law.

Any software developed by or for the Port Authority is agency property, is subject to agreements entered into by the Port Authority with other parties or covered by use and release restrictions, and may not be destroyed or released without authorization from the responsible director.

Example: Marcus is an Economic Analyst in a line department whose responsibilities include drafting comprehensive reports which combine charts and graphs with text. He produces these using a desktop publishing program on his office PC. He often thinks that he could work more productively on these reports if he could install the same software on his home PC. He should not take the software from the office and install it on his home computer unless this arrangement

is agreed to by his supervisor and is consistent with the terms and conditions of the software licensing agreement.

References: Computer Information Ownership and Access Standard, Computer Information Security Standards, AP 15-4.03

When necessary for official or business purposes, the Port Authority reserves the right to access, inspect, monitor and/or log all computing activity and resources. For example, the Port Authority reserves the right to inspect computer resources to ensure that actual use is consistent with this policy. The Port Authority may use data, logs, diaries and archives in accordance with its normal business practices and policies (including compliance with requests from appropriate legal authorities and regulatory agencies) and for adherence with this policy.

Depending upon content, data stored on users' individual devices or on network/shared devices may constitute records of the Port Authority and the organizational data retention schedules (Record Retention Manual) and policies on access to such data (the Freedom of Information policy) are applicable. E-mail is automatically deleted from a user's mailbox and backup storage 120 days from the date of receipt, without notice.

When using Port Authority accounts and sending electronic mail over the Internet, the expression of personal opinions not germane to the carrying out of Port Authority business could be misconstrued as an official position of the Port Authority. This could cause embar-

rassment for all involved, and should be avoided. Also to be avoided in the course of using Port Authority computing resources are:

- (i) transmission, retrieval, creation, viewing, display or storage of any pornographic, harassing, threatening, abusive, defamatory, obscene or sexually explicit materials, or materials which contain ethnic slurs or racial epithets, or which generally disparage others based on their race, religion, national origin, sex, sexual orientation, age, disability, religious beliefs or political affiliation, or which contain other unlawful material.
- (ii) accessing other computing resources without authorization, or attempting to circumvent authorization procedures or controls;
- (iii) dissemination or printing of any material (including articles and software) that violates copyright laws or software licensing agreements;
- (iv) transmitting confidential, proprietary or business-sensitive information;
- (v) interfering with or disrupting network users, services or equipment either within the Port Authority or on the Internet;
- (vi) conducting marketing or business transactions;
- (vii) solicitation of funds and other activities for religious or political causes or outside business;
- (viii) conducting unauthorized not-for-profit business activities;

- (ix) private advertising of products or services;
- (x) any activity meant to foster personal gain;
- (xi) obtaining or utilizing unauthorized entertainment software, music or games;
- (xii) permitting access by unauthorized users; and
- (xiii) conducting employee organization business.

Electronic mail practices such as “spamming” (unauthorized mass mailings to Port Authority employees or external recipients or postings to bulletin boards), hostile communications, “chain letters,” “spoofing” (taking the identity of another person for the purpose of concealing one’s own identity), or knowingly transmitting software containing harmful components such as a virus, are prohibited.

Information to be posted on behalf of the Port Authority must be reviewed by Corporate Communications.

References: AP’s 15-1.10, 15-4.03

Falsification/Accuracy of Records

Honesty and accuracy are fundamental. No employee may knowingly cover-up or falsify any records, business transaction or other official document of the Port Authority or submitted to the Port Authority. Submis-

sion by an employee of any knowingly falsified information, business transaction or record is cause for dismissal and, if warranted, notification to law enforcement agencies. There is no excuse for a false or misleading report or business record (including, but not limited to, time reports, medical and dental claims submitted to health benefits providers, benefits applications, petty cash, and expense accounts).

It is imperative that employees be honest and accurate. In presenting information, if you are not sure of all the facts or details, or their completeness, be sure to indicate the limits to which you can vouch for its accuracy. An employee who fills out an Expense Account or a Petty Cash Voucher with information, receipts or other documentation which is incorrect, is subject to disciplinary action.

References: General Rules and Regulations, PA Form 618, AP’s 30-3.02, 30-3.51, Business Expense Account Management Guide.

Patent Policies

The Port Authority’s policies cover patentable inventions by Port Authority employees conceived and developed in the course of their duties, and also patentable inventions by outsiders resulting from the disclosure to them of ideas conceived by Port Authority employees in connection with their duties.

The patent policies are to ensure that royalties received by employees as a result of patentable inventions are equally shared between the employee and the Port Authority; to prevent situations in which the Port

Authority might be liable to pay royalties for the use of patents or inventions by Port Authority employees; and to allow for royalty-free license to be granted to other public agencies in New York and New Jersey.

Whenever a Port Authority employee in the course of his or her duties conceives an idea for a new or unusual material, piece of equipment or process, the idea may not be disclosed to anyone outside the employ of the Port Authority until the employee's director or manager has consulted with the Law Department.

Example: Dan, a Maintenance Supervisor, invents a special tool for installing radio antennas. Dan should not disclose this idea to anyone outside of the Port Authority until his director or manager consults with the Law Department.

References: PAI and AP 20-6.01

Discipline

Violation of any of the rules and policies outlined here or other rules promulgated by the Port Authority can cause any employee to be subject to discipline, including termination of employment, regardless of rank, status, tenure, or classification.

With respect to the disciplinary process, employees should consult the applicable AP's, PAI's or Memoranda of Agreement to obtain information regarding discipline for their classification.

References: PAI and AP 20-1.10, 20-1.11

Your Rights and Responsibilities

All employees must cooperate in authorized investigations of any act, omission or occurrence in or upon Port Authority property (including but not limited to misconduct, accidents, crime and the like), provided, however, that this rule shall not require any employee to give evidence against himself or herself in connection with the investigation of an alleged act of misconduct on his/her part.

References: General Rules and Regulations

Supervisory/Managerial Responsibilities

A supervisor is responsible for establishing and maintaining an ethical workplace. As a result, supervisors must not only practice personal ethical conduct, but are responsible for the ethical behavior of their employees, including taking appropriate action as situations warrant. A supervisor must, therefore, never attempt to influence employees to commit unethical acts or acts that appear to present a conflict of interest, or condone such acts. If employees raise ethical questions or concerns to a supervisor, he/she must forward these concerns to the appropriate authorities. To help keep employees aware of ethical standards and proper ethical conduct, supervisors are responsible for making all pertinent executive policies available to all employees.

Where To Go For Assistance and Advice

Your Supervisor/Manager

Your supervisor/manager should generally be your first point of contact to obtain advice and counsel. Each employee has the right to expect that ethical concerns which are raised to his/her supervisor or manager will be addressed and acted upon if warranted. If your supervisor/manager is unsure of the appropriate way of handling a matter, he/she should refer you to the appropriate staff member in your director's office or to one of the resources noted in the following paragraphs for assistance.

The Port Authority Ethics Board

The members of the Port Authority Ethics Board are appointed by the Executive Director. The Ethics Board reviews certain specific questions of staff and general ethics policies and makes determinations in this regard.

Waiver Granting Criteria: The Port Authority Ethics Board is authorized under the Code of Ethics and Financial Disclosure to make a determination that in an appropriate instance, there is a significant reason to waive the provisions of the Code in the interest of the Port Authority. In reaching determinations as to whether a request for a waiver should be granted, the Ethics Board (i) engages in a fact-gathering process to consider all necessary and appropriate facts/information bearing on the decision; (ii) considers any other appropriate factors (e.g., policy issues other than those reflected in the Code) and their proper weight in coming to the decision;

(iii) provides both senior staff and the interested department(s) with the opportunity to comment on the Port Authority's interest in the waiver; (iv) acts within its mandate as set forth in the Code; and (v) ensures that its decisions reflect a consistent application of the standards of the Code.

Requests for Advisory Opinions. If you have any questions about your own activities or the application of the Code of Ethics and Financial Disclosure, you should contact the attorney designated by General Counsel to provide guidance (see "Designated Ethics Attorney" below). A formal request for an advisory opinion must be in writing and must deal with a real, not hypothetical, situation.

Designated Ethics Attorney. General Counsel has designated an attorney to make determinations regarding the propriety of employee actions under the Code of Ethics and Financial Disclosure. To reach the designated ethics attorney contact the Office of General Counsel at (212) 435-6910.

The Office of the Inspector General

The Office of the Inspector General reports directly to the Executive Director. The Office assists in maintaining the integrity of the Port Authority through investigative programs that include inquiry into allegations of criminal behavior and serious administrative misconduct by employees, and attempts by non-Port Authority employees to corrupt or unlawfully interfere with Port Authority operations. All matters referred to this Office will be handled in the strictest confidence. Individuals may express concerns and complaints in writing to: The Port Authority of NY & NJ, Office of Inspector

General, One World Trade Center, Suite 7767, New York, NY 10048, or by calling the 24-hour "hot line" at (212) 435-6400 or (973) 961-6600 ext. 6400, or by 24-hour pager at (917) 788-6277, or via E-mail to rv-etten@panynj.gov, or via Internet at www.panynj.gov/ig/igmain1.htm, or in person by stopping in at the World Trade Center office.

The Manager, Office of Equal Opportunity

The Manager, Office of Equal Opportunity in the Human Resources Department has been designated as the person to whom complaints or allegations regarding discrimination and harassment may be addressed and also provides proactive consulting support to local management on actual or potential EEO issues.

The Manager, Office of Equal Opportunity is also responsible for assisting in the resolution of problems informally in an early stage at the local level by working closely with appropriate managerial and supervisory staff. He/she coordinates conflict resolution and mediation, provides guidance and advice to local department management, and gives attention to the training of managers and other staff on the handling of EEO and sexual harassment issues.

Any employee who believes that he/she has been discriminated against or harassed, should contact the Manager, Office of Equal Opportunity at (212) 435-5556.

Access to Port Authority Policy Statements

The Administrative Policy Statements and Port Authority Instructions, Office Memoranda, and other documents referenced in this guide are available to all employees at their work sites. Your supervisor or manager should generally be your first point of contact to obtain copies of policy statements. For further assistance, you should contact the Department Executive Assistant or your union representative (if applicable). Finally, you may contact the Human Resources Department, Organization Policy and Planning Unit for information and copies of pertinent documents. The Office of the Secretary also maintains copies of these documents.

Conclusion

Ethical principles often are easy to state, but difficult to apply. As you consider your options in a particular matter, you might ask yourself the following question: **IS IT ETHICAL FOR ME TO DO THIS?**

Even if your answer to the above question is “yes,” still ask: Do my actions meet the spirit of the PA’s standards and policies? Is it possible that my actions could appear inappropriate?

Remember, the Code and other policies deal with actual misdeeds as well as the appearance of improper conduct. It is important to comply with the spirit as well as the letter of the Code.

Appendix

Port Authority Instructions and Administrative Policy Statements

PAI/AP 15-1.01	Administrative Publications
PAI/AP 15-1.10	Copyrights
PAI/AP 15-2.03	Public Access to Port Authority Records
PAI/AP 15-3.01	Business Trips
PAI/AP 15-3.02	The Port Authority Passenger Vehicle Program
PAI/15-3.04	Use of PA Passenger Vehicles
PAI/AP 15-3.05	Use of Rented and Employee-Owned Vehicles, Taxis and Car Service
AP 15-4.03	Computing Resources Policy
PAI 15-5.01	Charity Drives at PA Facilities
PAI/AP 15-5.02	Lost and Found Property
PAI/AP 15-5.03	Safeguarding Port Authority Funds and Property
PAI/AP 20-1.04	Outside Employment
PAI 20-1.06	Giving or Accepting Gifts or Gratuities
PAI/AP 20-1.07	Political Activities of Port Authority Employees
AP 20-1.10	Disciplinary Proceedings - Permanent Classified Employees (Not Represented for Collective Negotiations)
PAI 20-1.10	Disciplinary Proceedings/Permanent Classified Employees
PAI/AP 20-1.11	Removal of Unclassified and Professional and Managerial Employees
PAI/AP 20-1.13	Employment of Relatives
AP 20-1.15	Code of Ethics and Financial Disclosure
PAI/AP 20-6.01	Patent Policies
PAI/AP 20-6.02	Receipt of Confidential Disclosures of a Commercial Nature by Port Authority Employees
AP 25-3.01	Disposition of Surplus Property
PAI 25-3.01	Disposition of Property
PAI 30-3.01	Reimbursable Expenses
PAI/AP 30-3.02	Petty Cash Funds
PAI 30-3.03	Personal Telephone Charges
AP 30-3.51	Employee Business Expenses
AP 30-4.01	Telephone Charges
PAI/AP 40-1.01	PA Passes and Free Use of PA Facilities
AP 40-1.02	TransitChek Program
PAI/AP 50-1.01	Public Release of Port Authority Information

Office of the Executive Director – Office Memoranda

- 8-78 April 21, 1978 - Construction and other Procurement Contracts: Meetings, Negotiations, Prequalification, Conflict of Interest
- 9-81 August 5, 1981 - Outside Employment
- 8-87 March 27, 1987 - Equal Opportunity and Affirmative Action
- 15-87 October 23, 1987 - Outside Employment
- 4-92 Policy on Sexual Harassment
- 11-92 August 13, 1992 - Appointment of Inspector General
- 7-93 September 1, 1993 - Human Rights Policy - Employment Decisions on the Basis of Marital Status, Arrest Record or Prior Criminal Conviction
- 3-98 December 14, 1998 - Policy on Sexual Harassment
- 4-99 May 20, 1999 - Policy on Media Contacts

Departmental Bulletins and Memoranda

- Audit Dept. Bulletin 88-2: April 1, 1988
(Office of Inspector General)
- Audit Dept. Bulletin 88-3: June 3, 1988
(Office of Inspector General, Hot Line and Post Office Box)
- Human Resources Dept. Bulletin 92-1: February 10, 1992
(Meeting the Needs of Patrons, Employees and Potential Employees with Disabilities - Compliance with the Americans with Disabilities Act of 1990.)
- Human Resources Dept. Bulletin 94-1: May 5, 1994
(Appointment of Manager, Equal Opportunity)
- Human Resources Dept. Memorandum (Director): June 16, 1999
(Designation of Department and Office Employee Complaint Representatives as alternative source to handle complaints of discrimination, harassment and/or retaliation)

Other Important References

- The General Rules and Regulations for All Port Authority Employees
- Computer Information Security Standards
- Computer Information Ownership and Access Standard
- Applicable Memoranda of Agreement
- Business Expense Account Management Guide
- Form PA 618 (Petty Cash Voucher)
- Form PA 3375, Financial Disclosure Statement (and instructions)

Directory of Key Contacts

- | | |
|---|--|
| Audit Department (Director) | (212) 435-6565 |
| Designated Ethics Attorney | (212) 435-6227 |
| Employment (Manager) | (212) 435-4601 |
| Equal Opportunity (Manager) | (212) 435-5556 |
| Chief of Staff (Executive Advisor) | (212) 435-8148 |
| Expenditure Review | (212) 435-8629 |
| Freedom of Information Policy | (212) 435-2542 |
| General Counsel | (212) 435-6910 |
| Human Resources Department (Director) | (212) 435-4650 |
| Human Resources Policies and Procedures | (212) 435-4507 |
| Information Security | (212) 435-7658 |
| Office of the Inspector General | (212) 435-6400 or
(973) 961-6600,
ext. 6400 (24 Hours) |
| Corporate Communications (Director) | (212) 435-7572 |

Reader Survey Form

This guide was designed to provide basic guidelines and references to Port Authority ethics related policies. Please take a moment to let us know if it was useful and helpful to you. Your comments and suggestions are also welcomed. Return this form to the Chair, Port Authority Ethics Board, Newark Legal Center, 9th Floor.

	Agree	Neutral	Disagree
Clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Usable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Was information easy to find?	<input type="checkbox"/> Yes		<input type="checkbox"/> No
Was any information omitted?	<input type="checkbox"/> Yes		<input type="checkbox"/> No

If yes, what information did you need but could not find?

COMMENTS/SUGGESTIONS:

Name and Location (optional):

CODE OF ETHICS AND FINANCIAL DISCLOSURE

I. Introduction

A. This Administrative Instruction:

1. establishes a Code of Ethics governing the conduct of Port Authority employees, former employees, and persons doing business with the Port Authority.
2. sets forth the instructions and procedures governing financial disclosure for certain employees.

- B. Adherence to this Code and filing of a Financial Disclosure Statement does not relieve any individual from complying with applicable requirements of law or other instructions.

II. Instruction

Port Authority employees are entitled to share as much as possible in the benefits of the society in which they live, including privacy in their personal affairs. At the same time, as public servants Port Authority employees are responsible for conducting Port Authority business solely in the public interest.

The Port Authority, as a public agency, has a similar and broader responsibility for maintaining the highest levels of honesty, ethical conduct and public trust. To meet this responsibility, this Code of Ethics and Financial Disclosure is established.

Personal integrity is the cornerstone of this Code. Each employee bears primary responsibility for avoiding financial and other interests which create a conflict between Port Authority employment and personal affairs.

III. Definitions

- A. "Blind trust" means an independently managed trust in which the beneficiary has no management rights and is not given notice of alterations in, or other dispositions of, the property subject to the trust.

- B. "Business" means a private legal entity formed for profit including a corporation, partnership, sole proprietorship, joint stock company, or joint venture.
- C. "Confidential information" means information which is available to an individual only because of the individual's status as an employee of the Port Authority and is not a matter of public knowledge or available to the public on request.
- D. "Financial interest" means:
 - 1. ownership of an interest or involvement in a relationship from which or as a result of which a person has received within the past year, or is entitled to receive in any future year, more than \$1,000 or its equivalent; or
 - 2. ownership of interest other than in tangible personal property which has a market value in excess of \$1,000. In determining the value of an interest, debts, liens or other encumbrances thereon are not subtracted; or
 - 3. ownership of an interest in tangible personal property other than motor vehicles which has a market value in excess of \$10,000. In determining the value of an interest, debts, liens or other encumbrances thereon are not subtracted; or
 - 4. liability or indebtedness to a person in excess of \$5,000.
- E. "Immediate family" means a spouse, children, parents, brothers and sisters.
- F. "Other interest" means holding a position in a business such as an officer, director, trustee, partner, employee, or a position of management, or acting as a consultant, agent or representative in any capacity.
- G. "Participation directly or indirectly" means involvement through decision, approval, disapproval, recommendation, influence, advice, investigation, or audit.
- H. "Person" means a business, individual, union, committee, club, or other organization or group of individuals.
- I. "Transaction" means buying, selling, renting as lessor or lessee, or otherwise acquiring or disposing of services or property or an interest in such services or property, borrowing or investment of money or preparing, advising on, administering or otherwise acting in reference to the performance of a contract, or the promulgation of rules and regulations affecting such activities.

IV. Ethical Standards of Conduct

A. General Standards of Ethical Conduct

1. Any attempt to realize financial gain through Port Authority employment by conduct inconsistent with the proper discharge of Port Authority duties is a breach of ethical standards.
2. Any effort to influence a Port Authority employee to breach the ethical standards set forth in this Code of Ethics is a breach of ethical standards.
3. Any conduct on the part of a Port Authority employee which (i) gives reasonable basis for the impression that any person can improperly influence the employee or enjoy the employee's favor in the performance of the employee's official duties; or (ii) might reasonably lead to the conclusion that the employee is engaged in acts which are in violation of the public trust, is a breach of ethical standards.
4. Failure to comply with any provision set forth in this Code of Ethics is a breach of ethical standards.

B. Employee Conflicts of Interest

1. It is a breach of ethical standards for a Port Authority employee to participate directly or indirectly in a Port Authority transaction when the employee knows that
 - a. the employee, or a member of the employee's immediate family, has a financial or other interest in the Port Authority transaction; or
 - b. a business in which the employee or a member of the employee's immediate family has a financial or other interest, is involved in the Port Authority transaction. A business shall be deemed to be involved in a transaction if it is a prospective bidder on, or otherwise a prospective party to, a contract that may form a part of the transaction, as well as when it is a party to an executed contract; or
 - c. another person, with whom the employee or a member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment, is involved in the Port Authority transaction.

2. Except as provided for in Par. IV.D.5, it is a breach of ethical standards for a Port Authority employee to solicit, negotiate for, or agree to accept a position from which, after leaving Port Authority service, the former Port Authority employee would be disqualified under the Code, or any other rule or regulation related thereto, because the new position would involve (i) any Port Authority transaction; or (ii) a contract, including a lease, or a claim in which the former Port Authority employee had participated directly or indirectly while a Port Authority employee.
3. If a Port Authority employee or a member of the employee's immediate family holds a financial interest in a blind trust, the employee is not deemed to have a conflict of interest in breach of ethical standards with regard to matters pertaining to that financial interest, provided that disclosure of the existence of the blind trust has been made to the Law Department.

C. Breach of Ethical Standards by a Business

A business is in breach of ethical standards when it knows that a Port Authority employee who has a financial or other interest in the business is participating directly or indirectly in a Port Authority transaction with it in breach of the ethical standards set forth in this Code.

D. Restrictions on Employment of Former Port Authority Employees and Persons Employing Former Port Authority Employees

1. It is a breach of ethical standards for a former Port Authority employee knowingly to act as a principal, expert witness, consultant, agent or representative in any capacity for any person other than the Port Authority in connection with any contract, including a lease, or a claim in which the employee participated directly or indirectly while a Port Authority employee, where the Port Authority is a party or has a direct and substantial interest.
2. It is a breach of ethical standards for a former Port Authority employee, within one year after the termination of the employee's Port Authority employment, knowingly to act as a principal, expert witness, consultant, agent or representative in any capacity for any person other than the Port Authority, in connection with any contract, including a lease, or a claim in matters where the Port Authority is a party or has a direct and substantial interest.

3. Nothing in this Code shall preclude a former employee from
 - a. instituting a personal claim;
 - b. carrying out official duties as an elected official or employee of a federal, state or local government agency; or
 - c. performing routine clerical services, mail services, data entry services or other ministerial tasks for a person in connection with any contract, including a lease, or a claim in matters where the Port Authority is a party or has a direct and substantial interest,

provided, (i) such former employee as described in subparagraph c hereof was employed by the Port Authority to perform such services on a temporary basis, and (ii) such former employee as described in subparagraphs b. or c. hereof was not required to file a Financial Disclosure Statement pursuant to this Code.

4. It is a breach of ethical standards for a person to permit a former Port Authority employee to act as a principal, expert witness, consultant, agent or representative in any capacity when the person knows that the former Port Authority employee is in breach of the ethical standards set forth in this Code.
5. The provisions of Par. IV.D.2 shall not apply to any former Port Authority employee whose employment is terminated because of
 - a. participation in a Retirement Incentive Program; or
 - b. economy, consolidation or abolition of functions, curtailment of activities or other reduction in the Port Authority work force, provided such former employee, while employed by the Port Authority, was not required to file a Financial Disclosure Statement pursuant to this Code.

E. Gifts, Gratuities, Business Expenses and Offers of Employment

Conduct in violation of the prohibitions in AI 20-1.06, Gifts, Gratuities, Business Expenses, and Offers of Employment is a breach of ethical standards. Conduct by or with respect to a former Port Authority employee that is related in any way to the performance of the public duties or responsibilities of the former employee and that would otherwise constitute a breach of ethical standards under this paragraph IV.E but for the termination of the former employee's Port Authority employment is a breach of ethical standards.

F. Use of Confidential Information

Notwithstanding Par. IV.D.5, it is a breach of ethical standards for a Port Authority employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of another person.

V. Procedures

A. Financial Disclosure Statement

1. Each (i) Service A employee; (ii) Service B employee graded at Level B-97 or higher; and (iii) any employee designated by the employee's department director based on the criteria set forth below, must submit a Financial Disclosure Statement (form PA 3375) to the Law Department on or before May 1 of each year.

Departmental Directors are to designate, for the purpose of submitting Financial Disclosure Statements, employees, other than those included in (i) and (ii) of this paragraph V.A.1, who

- a. are responsibly involved in the formulation of construction contracts, purchase orders or contracts, or leases; or
 - b. exercise discretion in the administration of construction contracts, purchase orders or contracts, or leases; or
 - c. hold positions requiring repeated, direct substantive contact with private entities or interests; or
 - d. have continuing access to confidential information upon which they could "trade" for financial advantage; or
 - e. are responsibly involved in the financial or investment affairs of the Port Authority; or
 - f. are designated by the department director in the best interest of the Port Authority for reasons other than those listed above.
2. A new employee subject to the financial disclosure requirement, as designated by the employee's department director or based on Hay Point or Service A level, must submit a Financial Disclosure Statement no later than thirty calendar days after the date on which the Port Authority employment commences.

3. In a case where any employee, regardless of level or job assignment, believes a financial or other interest or involvement in a transaction might present a conflict of interest or other breach of ethical standards, the employee must immediately disclose the interest or involvement to the Law Department and disqualify himself or herself from participation directly or indirectly in the transaction until advised in writing by the Law Department or the Ethics Board that the employee may continue in the transaction. Within 30 days of receipt of such disclosure, an attorney designated by General Counsel shall review such matter to identify any possible conflicts of interest or other breaches of ethical standards, as described in Section IV.B of the Code. In making such determination, the designated attorney may seek additional information from the employee involved.
4. The address of the principal place of residence of the employee need not be listed in the Financial Disclosure Statement.
5. An employee who fails to submit a required Financial Disclosure Statement may be subject to disciplinary action.
6. Compliance with this disclosure procedure does not indicate that a breach of ethical standards or a conflict of interest does or does not exist.

B. Confidentiality and Public Disclosure

1. All Financial Disclosure Statements submitted to the Law Department will be filed under lock and key and, except as provided in the paragraphs below, shall be accessible for inspection only to:
 - a. the Chairman and members of the Audit Committee,
 - b. the Executive Director,
 - c. the Port Authority Ethics Board,
 - d. General Counsel,
 - e. the Director of the Audit Department,
 - f. the Inspector General, and
 - g. other Port Authority employees in the course of performing their Port Authority duties, who receive express written authorization from one of the parties listed above to review or use a statement.

2. Each statement submitted will be available for public inspection in accordance with the Port Authority's Freedom of Information Policy and procedure, subject to the provisions of paragraphs V.B.3, V.B.4 and V.B.5 immediately below.
3. Whenever a request is made for public inspection of a statement, the employee who filed the statement shall be advised by the Law Department of the fact of such request and the identity of the party making the request before disposition is made. (See paragraph V.B.4 immediately below.) The employee shall also be advised of the final disposition of the request.
4. Any employee may, at any time, request that any item disclosed in a statement be withheld from public inspection on the ground that public inspection of such item would constitute an unwarranted invasion of personal privacy. Such request shall be made in writing in a manner prescribed by the Law Department and shall state the reason the employee believes an item should not be disclosed, including why the information sought to be deleted from public inspection has no material bearing on discharge of the employee's official duties. An employee shall be advised of the disposition of that employee's request for withholding a statement from public inspection at least ten days prior to final disposition of the request for public inspection of that statement.
5. Upon the request of an employee's supervisor, the Law Department may advise the supervisor whether an existing or prospective transaction or other work-related matter involving the employee would create a possible conflict of interest or other breach of ethical standards. However, a supervisor will not be allowed to review any employee's statement directly except as provided in paragraph V.B.1 above.
6. All statements shall be destroyed after a period of three years from the date of submission, but, in the case of an active employee required to file a statement, not before a new, up-to-date statement has been submitted.

C. Determining Conflicts of Interest and other Breaches of Ethical Standards

1. The Law Department is initially responsible for identifying possible conflicts of interest or other breaches of ethical standards.
2. Any person who has a question about whether a prospective personal transaction, or assumption of a position of responsibility or trust, or any other matter, would create a breach of ethical standards may request in writing an advance determination on the matter from the designated attorney.

3. Within 30 days of the annual May 1 filing deadline as described in paragraph V.A.1 of the Code, an attorney designated by General Counsel determines whether there has been compliance with the filing requirement by all employees required to file a Financial Disclosure Statement, and as soon as practicable after receipt, an attorney designated by General Counsel reviews each Financial Disclosure Statement to identify any possible conflicts of interest or other breaches of ethical standards as described in Section IV.B of this Code. In making such determination, the designated attorney may seek additional information from the employee involved.
4. Upon discovery of a possible conflict of interest or other breach of ethical standards, the designated attorney notifies the affected employee in writing. The designated attorney may also direct the employee to disqualify himself or herself from participation in any transaction involving the Port Authority until the question of conflict, or other breach of ethical standards, is resolved.
5. The designated attorney may counsel an employee regarding steps which can be taken to eliminate the possible conflict or other breach of ethical standards.
6. The designated attorney also notifies, in writing, the Port Authority Ethics Board of the attorney's findings and recommendations and of any corrective action taken to eliminate a possible conflict or other breach of ethical standards.
7. Any employee may appeal in writing to the Ethics Board any finding and recommendation of the designated attorney regarding the employee's possible conflict of interest or other breach of ethical standards.

D. Port Authority Ethics Board

1. The Port Authority Ethics Board is comprised of at least three Port Authority employees (and alternates) appointed by the Executive Director.
2. Action by the Ethics Board requires the assent of a majority of the members, but in no event less than two members (or alternates) present and voting.
3. The Ethics Board may, at its discretion, review any or all findings and recommendations of a designated attorney and make separate findings and recommendations.

4. The Ethics Board shall, upon appeal by an affected person, review any or all findings and recommendations of the designated attorney.
5. At the completion of a review undertaken pursuant to paragraphs V.D.3 or V.D.4 immediately above, the Ethics Board shall determine that there is:
 - a. no conflict of interest or other breach of ethical standards as described in this Code;
 - b. a conflict of interest or other breach of ethical standards as described in this Code; or
 - c. a significant reason to waive the provision of this Code in the interest of the Port Authority.

In making such determination, the Ethics Board may seek additional information from the designated attorney and the person involved.

6. Determinations of the Ethics Board shall be binding except as provided in paragraph V.D.8 below.
7. In accordance with Section VI below, the Ethics Board may take whatever administrative action it deems just and appropriate to remedy a conflict of interest, or other breach of ethical standards as described in this Code.
8. All decisions by the Ethics Board are subject to review by the Executive Director.

VI. Administrative Remedies

- A. A Port Authority employee found to have breached the ethical standards of this Code may be disciplined in the manner provided in the rules and regulations of the Port Authority.
- B. A third party found to have breached the ethical standards of this Code is subject, in the manner provided in the rules and regulations of the Port Authority, to:
 1. issuance of written warnings; and
 2. termination of existing transactions to the extent permitted by law; and
 3. disqualification or suspension from participating in future transactions with the Port Authority.

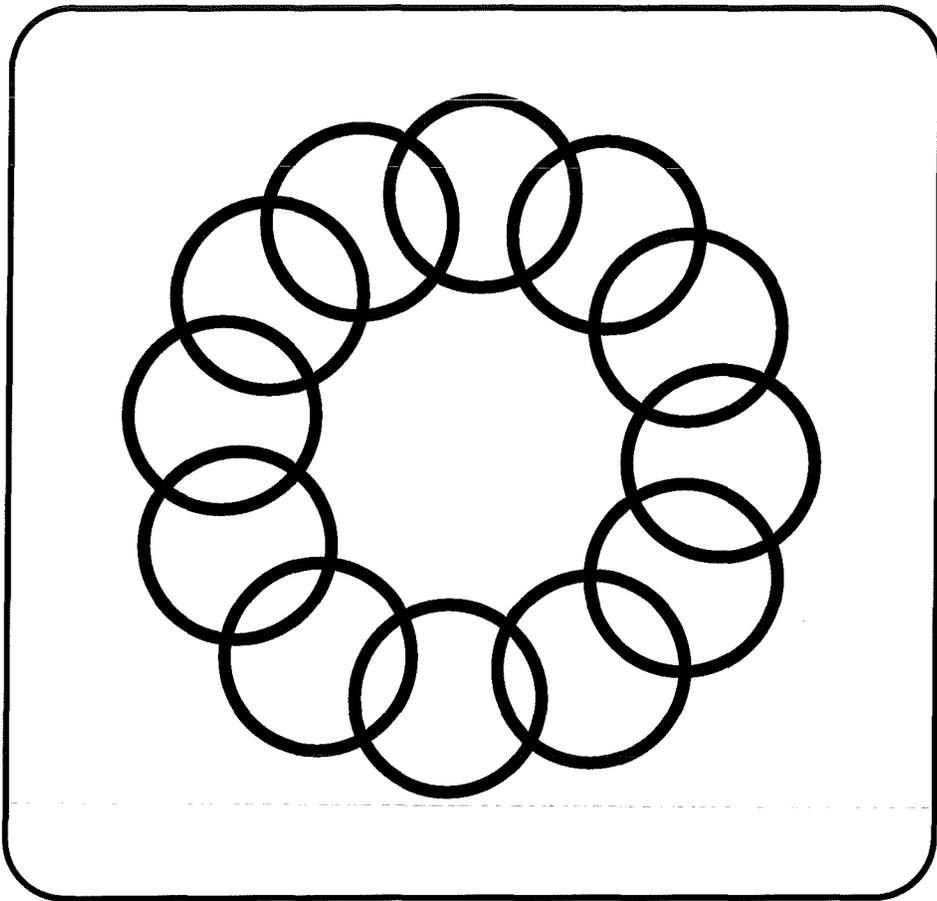
- C. After a finding that a Port Authority employee, former employee or a third party has breached the ethical standards of this Code, Port Authority staff dealing with such employee, former employee or third party shall take action consistent with the determinations of a designated attorney or the Ethics Board.

DISCLAIMER

Although issued in revised format, the information contained in these Administrative Instructions (AIs) reflects the content of previously issued Administrative Policy Statements (APs) and, in certain limited instances, Port Authority Instructions (PAIs). The rules set forth in these AIs will remain in effect until changing conditions require their revision. This body of instructions is not intended to be exhaustive with respect to all the responsibilities of employees and it does not constitute a contract. These AIs will be updated from time to time to reflect changes or additions as appropriate, at the direction of the Executive Director.

General Rules And Regulations

For All Port Authority Employees



This booklet describes essential Port Authority policies on standards of conduct and performance, safety, ethics, financial matters, and other topics. It explains the rules and regulations which apply to you and every employee to help you understand your role both on and off the job. Please keep this booklet available for easy reference.

Along with this booklet, the Port Authority also publishes or other sources of information with which you should be familiar. They include:

- the Port Authority Instructions (PAIs)
- the Operation and Maintenance Standards and Instruction Manuals
- departmental and facility rules
- various safety booklets.

The rules provided in this booklet apply to all Port Authority employees. No existing rule, regulation, order or directive which is inconsistent with the rules and regulations here published shall have any effect. Departmental or work unit rules or regulations consistent with the rules and regulations in this booklet are hereby preserved and authorized, and all existing and future Port Authority Instructions must be complied with.

April 1990

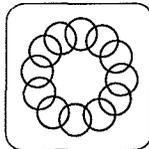
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1. Applying The Rules

These rules cover a number of areas, as may be seen by the outlined Table of Contents. *A thorough knowledge of the rules is essential.* If there is anything in them that you do not understand, ask your immediate supervisor for an explanation. If you need to refer to the PAI's in the Administrative Manual, and do not have direct access to a copy, contact your supervisor or unit head.

1. Every effort must be made to carry out these rules, in both their letter and their spirit.
2. It is each employee's responsibility to observe all official regulations and instructions affecting the operations of Port Authority properties, revenues and other related matters.
3. All instructions from supervisors, no matter how stated, transmitted or received, must be followed. Instructions printed on official Port Authority forms, cards, or passes have the same validity as any formal regulations.



2. Ethics

Individual and group ethics are basically the same. The highest standards applied in upholding a personal reputation should be applied to protecting the good name of the Port Authority and your position as a trusted employee. (In addition, see PAI-20-1.15, Code of Ethics and Financial Disclosure.)

General

1. No employee may, directly or indirectly, use or attempt to use his employment with the Port Authority to secure unwarranted privileges, exemptions or other benefits for himself or for others.
2. Attempts to obtain preferential treatment within the Port Authority through "influence," political or otherwise, are strictly prohibited.

3. It is imperative that employees be honest and accurate. In presenting information, if you are not sure of all the facts or details, or their completeness, be sure to indicate the limits to which you can vouch for its accuracy.

4. All employees designated in or pursuant to the Code of Ethics and Financial Disclosure (PAI 20-1.5) must submit a Financial Disclosure Statement (form PA 3375) to the Law Department on or before May 1 of each year.

A newly hired or promoted employee subject to the financial disclosure requirement must submit a Financial Disclosure Statement to the Law Department no later than thirty calendar days after the date on which the employee commences his or her duties.

Soliciting and Purchasing

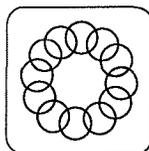
1. No transportation or any kind of special treatment is to be solicited or accepted from Port Authority patrons or tenants.

2. It is forbidden to accept awards or gratuities from patrons or tenants in connection with work as an employee of the Port Authority. Accepting valuable articles from them in payment for personal services or as a pledge for future payment of fees or money loaned is prohibited. Gratuities may be accepted where they are specifically authorized, such as tips to Skycaps. For further details on this subject, see PAI 20-1.06.

3. Unless there is authorization from the responsible department head, an employee should neither solicit nor contribute, directly or indirectly, money or valuables to be used in matters affecting the Port Authority or people connected with it. (See PAI 15-5.01).

4. Supervisory employees are never to solicit contributions from those under their supervision.

5. Purchases should never be made from persons on Port Authority property unless they are officially authorized vendors. These authorized vendors must display identification issued by the Port Authority.



3. Conduct

These are the rules covering the areas of good taste and proper conduct in relations with fellow employees and the public. In these areas, individual tastes and habits must sometimes take second place to the needs and preferences of the group.

On the Job

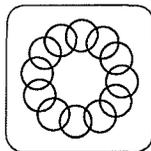
1. Employees on duty must never, under any circumstances, brandish weapons or engage in horseplay.
2. Employees should never enter into altercations while on duty.
3. a) Consumption of intoxicants by employees while engaged in the duties of their employment or in uniform is prohibited, except with the approval of the proper authority.
b) Possession or use of narcotics on Port Authority property is prohibited.
4. Gambling on Port Authority property is prohibited.
5. Uniformed employees should never smoke while on duty, except in rest rooms or authorized areas.
6. Relations with fellow employees, as well as those with the public and supervisors, should be handled with tact and courtesy at all times. The use of abusive or indecent language is prohibited.

Off the Job

1. Time off duty should not be used in a manner which is likely to hinder employees from the efficient performance of their duties or to bring discredit upon the Port Authority. Consumption of intoxicants or use of narcotics prior to reporting for the performance of the duties of Port Authority employment, in such measure as to impair an employee's ability to perform these duties properly, is prohibited, *as is any other activity having the same effect.*
2. Affiliation with groups or organizations which may interfere with the employee's proper performance of his Port Authority duties is barred. If there is any doubt concerning the acceptability of any such affiliation, your department head should be consulted for approval.

3. Full-time Port Authority employees should not engage in services for compensation for other individuals or organizations, except with approval in advance. Approval may be granted by the employee's supervisor, department head, and the Personnel Director. For a full statement of this rule, see PAI 20-1.04.

4. As public servants, Port Authority employees must not participate in certain kinds of partisan political activity - as outlined in PAI 20-1.07. These restrictions are not, of course, intended to interfere with their rights as citizens to vote and express their personal views on political subjects and candidates.



4. Public Relations

Because the public tends to judge an organization by its employees, it is essential that their behavior be above reproach.

1. No employee shall commit any act or neglect any duty which in any way is prejudicial to good order, discipline, or efficiency, or reflects unfavorably upon the good name or reputation of the Port Authority or those of the general public, whether or not such act or neglect is specifically mentioned in these rules.

2. It is important that public and business contacts be conducted with politeness and respect. Polite handling of complaints and criticisms, and immediate corrective action or reference to a supervisor, are necessary.

3. An employee's name and/or number shall be given promptly to anyone on request.

4. Employees assigned to guide visitors who are not Port Authority employees should make every effort to see that the visitors observe all appropriate rules and regulations.

5. Employees should be on the alert at all times to prevent members of the general public from committing the following acts:

a) destroying, injuring, defacing, or disturbing in any way any

sign, equipment, marker, or other structure or any other public property of the Port Authority facilities.

b) abandoning any personal property, discarding litter in places other than in designated receptacles.

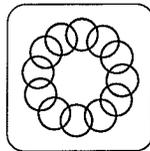
c) smoking in prohibited places.

6. a) Before being permitted access to the non-public facilities or portions of facilities, all persons not regularly employed by the Port Authority are required to report to the office of the Manager of a facility. For a full statement on this policy, see PAI 50-1.03.

b) Before admission can be granted to any site where construction or demolition projects are in progress, Port Authority employees not engaged in work on that site must have some form of written authorization by a department or division head. This is in addition to the usual Port Authority identification card.

7. Publicity, such as answers to queries from public and private news agencies, should be given out only with the approval of the Public Affairs Department, as stated in PAI 50-1.01. All requests for publicity, either spoken or written, should be referred to the immediate supervisors, who will in turn refer them to the Public Affairs Department.

8. Public speeches concerning the Port Authority may be made only with the approval of the Director of Public Affairs.



5. Doing The Job

Each Port Authority position involves the performance of certain stated duties and has certain standards of performance which must be met. There are also certain general regulations covering employees' overall responsibilities regarding their work.

General Duties

1. An employee must maintain an acceptable standard of performance in order to be retained in his position.

2. Port Authority work must be performed whenever and wherever assigned, except when an employee is so unqualified to do the work that he may endanger himself and others by doing it. This exception applies particularly to emergencies - when an employee may increase, rather than decrease, the danger of the situation by performing tasks for which he is not qualified.

3. An employee, even if he is generally assigned to fixed hours, may be called in at any time it is necessary (except that if he is on sick leave, he may only be called in by, or with the approval of, the Medical Director).

4. Employees under medical restriction as to their work activities should work only within the limits of these restrictions. They should call their supervisor's attention to the restrictions if assigned to work contrary to them.

5. Being in the proper place at the proper time constitutes a part of the work just as much as any specific duties. Therefore, excessive absence or tardiness may be considered sufficient cause for disciplinary action.

6. Employees directly serving patrons and tenants should not leave their assigned posts until they are relieved or excused. Employees on shift work must under no circumstances leave their posts until officially relieved.

7. It is essential that employees be alert at all times while on the job. Only such reading or writing as is authorized or necessary to the job may be done while on duty. Sleeping or dozing on duty is a serious infraction.

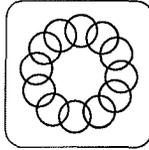
Working Uniforms

1. The assigned Port Authority badges, insignia, and uniforms shall be worn at all times while on duty. No badges, decorations or insignia other than those authorized should be worn on these uniforms. Uniforms may be worn only while on duty, and may not be worn home without specific approval.

2. Employees must wear the uniforms and safety equipment assigned to them for performing their duties, except in extreme emergency.

3. Employees should use the assigned locker rooms when changing their clothing. They must not leave clothing at any other location in their facility, except in emergency or as designated by the facility manager.

4. Cleanliness and care in the maintenance of uniforms is the responsibility of each employee to whom uniforms are assigned. When the cleaning of uniforms is provided by the Port Authority, it is the employee's duty to use clean uniforms as needed; when the employee receives a uniform allowance, he is responsible for proper uniform maintenance.



6. Reporting Attendance And Absence

The efficiency of an organization can be seriously impaired when normal procedures of reporting attendance and absence are not followed. In the usual daily routine, and especially in emergencies, it is often necessary to locate a person on short notice. Therefore, the regulations in this section are based on both considerateness and efficiency.

General

1. All employees newly assigned to a facility should report to the manager's office for indoctrination.
2. Going on and off duty should be recorded in person, in the method followed by the work unit. Time recording must never be made for another employee.
3. No employee may willfully absent himself from his assignment without the approval of his supervisor. Except in emergency, employees must give adequate notice when requesting excused time, compensatory time or unscheduled vacation.
4. Changes in name, home address, or telephone number, as well as changes which affect benefits coverage (i.e., marital status, addition of dependent, etc.) should be reported to the Personnel Department in accordance with procedures available from the employee's unit supervisor.

Vacation and Illness Absences

1. It is important that employees leaving for vacation inform their immediate supervisor how and where they may be reached.

2. Absence because of illness or other justifiable reason should be reported to the immediate supervisor (or, for police, the Desk Officer) as early as possible but not later than:

- a) Police - *at least two hours before* the start of their scheduled tour.
- b) Shift workers - *at least one hour before* their scheduled starting time.
- c) Other field employees - *at least 1/2 hour before* scheduled starting time.
- d) All other employees - *no more than 1/2 hour after* scheduled starting time.

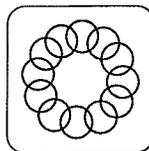
Notification should be made by the employee if possible, or by another adult or responsible person. In all cases the following information should be given: employee's name, job title, reason for absence (including symptoms of illness); where employee may be reached. (See PAI 20-3.04.)

3. For absences continuing for more than one day, employees should continue to report in whatever manner their supervisor indicates.

4. Employees on sick leave, receiving pay, need the approval of the Medical Director or their supervisor before leaving their place of residence, except to visit a physician or a Port Authority clinic.

5. When the Medical Director considers it necessary, employees on sick leave must allow the Office of Medical Services to make whatever examinations are deemed advisable.

6. An employee who becomes ill on duty or has been absent due to injury received on duty must obtain approval from a Port Authority physician before returning to work.



7. Safety And Sanitary Conditions

The importance of safe working conditions can never be over-emphasized. Most hazards can be eliminated through careful thought and the observance of basic safety rules.

General

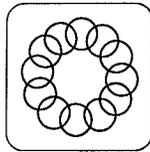
1. Employees are expected to inform the general public of the safety rules when it is necessary. Personnel assigned to guide visitors are responsible for the visitors' awareness of all safety rules of that location.
2. Any unsafe condition should be reported immediately to the supervisor or other responsible person, and every effort should be made to correct it on the spot or minimize the hazard by posting or circulating a warning notice until a qualified repairman is assigned to the job.
3. All possible precautions should be taken to prevent loss of life, personal injury, fires and other damage to or on Port Authority property. If an accident occurs, full particulars should be reported promptly to the supervisor and recorded and reported in the correct manner, as stated in PAI 55-3.01. If injury occurs to a Port Authority employee, he must prepare a report of the injury on Form PA 360, and send it to his supervisor in accordance with PAI 55-3.01.
4. Employees must participate in fire, civil defense and other drills as may be prescribed by the Port Authority.
5. Employees should be familiar with the locations of fire alarm boxes, other devices of emergency notification, and with the locations of all portable fire extinguishers and hose lines in their usual work area. emergency notification of their supervisor and/or the manager.
6. Oil wastes, wastepaper, and other waste combustible materials must be kept in approved receptacles during the tour and removed at the prescribed regular intervals.
7. At the end of every tour, all debris must be removed from the work site. Hazardous objects or conditions must either be removed or remedied before leaving the job, or else adequate safeguards—labeling, etc.—must be provided.
8. Radiators and steam pipes, window ledges, locker tops, etc. must be kept clear and no materials stored upon them.

Smoking

1. Smoking is permitted on Port Authority property, except in locations officially designated as non-smoking areas. Some of the major non-smoking areas at the facilities are: decks and cargo holds of ships, barges, tugs, or any other vessels loading or unloading grain; mechanical equipment rooms, storerooms, waste rooms, and battery storage rooms; docks, vessels, transit sheds, and warehouses; airport hangars, fuel stations, aircraft ramps, areas within 50 feet of a gasoline truck or of a plane taking on fuel, and all areas with "No Smoking" signs.
2. The carrying of matches, lighters or other smoking material into restricted areas, by employees or by others, elsewhere than in the locker rooms or other officially designated areas, is prohibited.

Sanitation

1. To provide for the safety of property and the health of employees, a high standard of cleanliness and general housekeeping must be maintained.
2. Garbage, papers, refuse and all other waste materials must be placed in receptacles provided for that purpose.



8. Port Authority Property And Its Use

The obligation to respect other people's private property is a basic law of democratic society. Respect for public property is equally essential, since public property belongs to all the people in a community.

General

1. Employees entrusted with Port Authority property are responsible for its proper care, economical use and serviceability. Defective or inadequate equipment should be reported to the responsible supervisor.

2. Cooperation in the care and maintenance of Port Authority buildings, grounds, uniforms and equipment is essential. These should be kept in good order and sanitary condition by those assigned to their use and control.

3. Port Authority facilities, equipment, electricity, heat, telephones, water and other services should be used with regard for economy and efficiency. All lights and all power for machinery not in use should be shut off, including noon hour or other times when no work is being done.

4. Port Authority tools, materials and equipment may not be removed from the property without authorization.

5. No Port Authority property may be sold or otherwise conveyed to any Port Authority employee or member of the employee's immediate family, even after its retirement. Employees must not knowingly purchase or in any way obtain such retired property, even after it has been sold. (See PAI 25-3.06, Disposition of Office and Operating Equipment.)

6. Abandoned or lost property should be safeguarded by the finder and placed in the custody of the Lost Property Custodian. (See PAI 15-5.02). Loss of Port Authority property, and information about lost or found property, should be reported promptly.

Damage Reporting and Repairs

1. Any irregularities, hazards or defects in Port Authority property should be brought promptly to the attention of your supervisor or the one with authority to correct them. For defective electrical, office or mechanical equipment, the appropriate maintenance work order form must be prepared by the supervisor.

2. Employees must not change, tamper with, repair or operate any piece of equipment, stationary or movable, not assigned to their care, maintenance or operation. When work is needed on such equipment, employees should report the need to their supervisor, who will inform the responsible person.

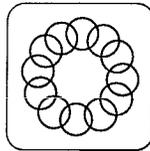
Motor Vehicles

1. Only properly licensed and qualified employees may operate Port Authority motor vehicles, and then only as assigned and directed by the proper authority.

2. Operators of Port Authority motor vehicles must obey the rules of the road, traffic laws and speed limit notices, both on and off Port Authority property, as well as the orders and signals of Port Authority watchmen and Police Officers.

3. Employees operating motor vehicles are responsible for their safe and economical use, and for the proper recordings on Form PA 70, as stated in PAI 15-3.04. Carrying unauthorized persons is always prohibited.

4. While on Port Authority property, motor vehicles that are not in use should be placed in the designated parking area or garage. If it is necessary at any time or place to leave a Port Authority vehicle unattended, it must be locked.



9. Financial And Legal Matters

If they are not managed with honesty and good judgment, money matters can often lead to great difficulties. The following rules relate to financial and legal matters which might arise in connection with your Port Authority position. It is also important that personal affairs be so conducted that the Port Authority does not become involved in the private financial or legal problems of its employees. If difficulty does arise, you may consult your supervisor or client representative in the Personnel Department.

In Relation to The Port Authority

1. Employees should not make purchases nor incur a debt or liability chargeable against the Port Authority, nor should they sell, give away, destroy or otherwise dispose of the Port Authority's property, without authorization.

2. Employees may not discuss, negotiate for, collect or accept monies for any existing or potential claims for damage done to or on Port Authority property or for injuries to persons on Port Authority property without the approval of the Law Department.

3. All employees must cooperate in authorized investigations of any act, omission or occurrence in or upon Port Authority property (including, but not limited to misconduct, accidents, crime and the like), provided, however, that this rule shall not require any employee to give evidence against himself in connection with the investigation of an alleged act of misconduct on his part.

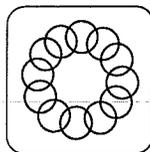
4. An employee may not receive on behalf of the Port Authority any subpoena, summons, court order or other form of court process except as authorized by the Law Department.

5. Employees may not settle any action against a third person which arises from an alleged injury for which the employee is receiving, or is eligible to receive, benefits under the Worker's Compensation Law of the State of New York or the State of New Jersey without having notified his facility manager or department head and the Worker's Compensation agent in writing.

6. An employee who files a criminal complaint in connection with his employment with the Port Authority may not withdraw that complaint except: (a) by authorization of his department head with the concurrence of the Law Department, or (b) as instructed by a representative of the Law Department during the course of proceedings resulting from the complaint.

Personal

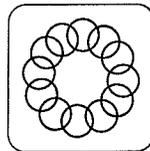
Employees should not incur debts that they are unwilling or unable to pay. In the event of assignments, attachments, and/or garnishments of wages, they are subject to the provisions of PAI 20-2.08.



10. Disciplinary Action

It is sensible and simple to avoid situations and behavior which make disciplinary action necessary. Discipline is embarrassing and unpleasant for parties concerned, but in a large organization the importance of fair and efficient enforcement of the rules makes provision for discipline necessary if the many departments are to function properly.

1. Violation of any of the rules in these General Rules and Regulations, *or other rules promulgated by the Port Authority*, can cause employees to be subject to varying degrees of discipline, depending on the circumstances in each case.
2. Disciplinary action may also be taken against employees for repeated violations of orders and rules, for repeated neglect or failure to perform their duties, or for other repeated conduct warranting discipline, *even though action has previously been taken separately on some or all of the series of actions upon which a charge is based*. Such repetition of misconduct is in itself chargeable as a separate offense.
3. An employee under suspension should report to his supervisor in accordance with the supervisor's directions.



Conclusion

The rules in this booklet will remain in effect until changing conditions require their revision. However, no such revisions will be made without consideration of the mutual advantages, benefits and responsibilities of the Port Authority and its employees.

Note: Although issued in revised format, information contained in this booklet constitutes a reprint of the June, 1975 edition and updates the August, 1979 edition. This booklet is not intended to be exhaustive with respect to all the responsibilities of employees, and it does not constitute a contract.

