

BPA Policy 160-1

Ethics

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1. Purpose & Background

This policy identifies the requirements of the Ethics Program for Bonneville Power Administration (BPA) employees.

Employment at Bonneville is a public service. It comes with a responsibility to uphold the public trust and an expectation to comply with the federal ethical guidance provided by the Office of Government Ethics. Bonneville employees are expected to fulfill Bonneville’s mission in accordance with Bonneville’s core value of Trustworthy Stewardship and consistently adhere to the highest ethical and professional standards.

2. Policy Owner

The Executive Vice President (EVP) and General Counsel owns this policy. The Office of General Counsel (OGC) is responsible for its implementation.

3. Applicability

This policy applies to all Bonneville employees.

4. Terms & Definitions

None.

5. Policy

- A. Bonneville employees will comply with the ethical requirements identified in the Standards of Ethical Conduct for Employees of the Executive Branch and the guidance contained in the BPA Code of Conduct. Both of these documents are available on the BPA Ethics webpage.
- B. Bonneville employees must complete annual ethics training.

6. Policy Exceptions

New Bonneville employees are exempt from completing annual ethics training the first calendar year of their employment. New employees are required to complete new employee ethics training within 90 days of starting at Bonneville.

7. Responsibilities

- A. **Compliance & Governance (CG):** Works with stakeholders, including OGC, to develop and disseminate the BPA Code of Conduct.
- B. **EVP and General Counsel:** Designates Ethics Advisors within OGC to provide ethics advice and ensures the provisions of the Department of Energy’s (DOE’s) Field Counsel Responsibilities are

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fulfilled. The EVP and General Counsel reserves the right to provide ethics advice and review ethics advice given.

- C. **Office of General Counsel (OGC):** Manages Bonneville’s ethics trainings and – through designated Ethics Advisors – provides ethics advice to Bonneville employees in compliance with the DOE Designated Agency Ethics Official’s direction.
- D. **Bonneville Managers and Supervisors:** Act to resolve issues brought to their attention or refer them to another entity for resolution (e.g., the DOE Inspector General or the Bonneville Safety Office) in coordination with Employee Relations, OGC, or other staff organizations.
- E. **Bonneville Employees:** Report incidents or circumstances that appear to violate law, regulation, or the BPA Code of Conduct.

8. Standards & Procedures

Bonneville employees are obligated to report incidents or circumstances that appear to violate law, regulation, or the BPA Code of Conduct. Reports can be made to the Bonneville Ethics Advisors or to any management official or alternate reporting venue such as the BPA Hotline, DOE Inspector General, or DOE Ombuds Office. Concerns may be reported to the Hotline anonymously.

9. Performance & Monitoring

The Lead Ethics Advisor monitors implementation of the Ethics Program and reports results to the Assistant General Counsel for LG. The program is implemented and monitored through:

- Annual Training
- Communications published in Connection
- DOE’s Annual Agency Ethics Program Questionnaire

10. Authorities & References

- A. 5 CFR Part 2635, *Standards of Ethical Conduct for Employees of the Executive Branch* (2017)
- B. 5 CFR Part 3301, *Supplemental Standards of Ethical Conduct For Employees of the Department Of Energy* (1996)
- C. DOE Memorandum of February 3, 2015, *Field Counsel Duties and Responsibilities*
- D. Bonneville Power Administration, *BPA Code of Conduct* (2018)

11. Review

This policy is subject to the standard five-year review schedule. It will also be reevaluated when applicable legal, operational, and strategic requirements change.

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12. Revision History

Version Number	Issue Date	Brief Description of Change or Review
2.0	10/2/2014	Migration of content to new BPA Internal Policy format.
3.0	7/19/2018	Streamlines document, clarifies ethics program requirements for BPA employees.
3.1	6/4/2020	Re-assigns policy to the EVP of OGC and clarifies certain requirements

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Appendix A: General Principles of Ethical Conduct

B O N N E V I L L E P O W E R A D M I N I S T R A T I O N

GENERAL PRINCIPLES OF ETHICAL CONDUCT

The following general principles apply to every employee and may form the basis for the standards contained in this part. Where a situation is not covered by the standards set forth in this part, employees shall apply the principles set forth in this section in determining whether their conduct is proper.

1. Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.
2. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
3. Employees shall not engage in financial transactions using nonpublic government information or allow the improper use of such information to further any private interest.
4. Employees shall not, except as permitted by the Standards of Ethical Conduct, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
5. Employees shall put forth honest effort in the performance of their duties.
6. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the government.

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7. Employees shall not use public office for private gain.
8. Employees shall act impartially and not give preferential treatment to any private organization or individual.
9. Employees shall protect and conserve federal property and shall not use it for other than authorized activities.
10. Employees shall not engage in outside employment or activities — including seeking or negotiating for employment — that conflict with official government duties and responsibilities.
11. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
12. Employees shall satisfy in good faith their obligations as citizens, including all financial obligations, especially those imposed by law, such as federal, state, or local taxes.
13. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
14. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in the Standards of Ethical Conduct. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

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