COMMONWEALTH of VIRGINIA

DEPARTMENT OF SOCIAL SERVICES

VDSS CODE OF ETHICS AND CONDUCT

The Virginia Department of Social Services' Code of Ethics and Conduct (Code) serves as a guiding framework for all employees, underscoring our agency's commitment to our clients, our communities and each other.

This Code not only provides clear expectations for behavior and decision-making but is essential to ensuring compliance with all legal and regulatory obligations, safeguarding both the agency and our employees. In efforts to maintain the highest standards of integrity, professionalism and service in everything we do, we encourage every employee to thoroughly review this document and incorporate its guidance into their daily work.

Acknowledgement

All VDSS classified and wage employees, interns, and contractors are expected to adhere to DHRM Policy for all conduct and ethics-related policies and guidance. Policies that require annual review include the Virginia State Employee Handbook, Policy 1.60 Standards of Conduct, Policy 1.05 Alcohol and Other Drugs, and Policy 2.35 Civility in the Workplace.

Core Values

Our Core Values are the fundamental principles that guide us in conducting business each day with integrity and excellence. These values shape our agency's culture and should be reflected in our mindset and interactions with one another and those we serve.

- ★ **PEOPLE FIRST:** Demonstrate service, respect and compassion in every interaction
- ★ **COMMIT TO EXCELLENCE:** Perform high quality work with integrity, civility and accountability
- ★ **THINK BIGGER:** Focus on opportunities to learn, innovate, improve and transform
- ★ **EMBRACE DIFFERENCES:** Seek and honor the skills, creativity and contributions of others
- ★ **WIN TOGETHER:** Celebrate successful outcomes of strong and collaborative partnerships

Ethics

As employees of the Virginia and the Department of Social Services, we will:

- Be truthful and respectful in all professional dealings with clients, colleagues, and the public
- Abide by all applicable laws, regulations, policies, and procedures governing the work of VDSS
- Ensure protection of rights and safeguard the confidentiality of all personal data
- Avoid any conflicts of interest that could affect objectivity and professionalism
- Use public resources responsibly, ensuring efficiency, fairness, and accountability
- Serve all individuals and families fairly, with dignity, and without bias or discrimination

Conflict of Interest:

The Conflict of Interests Act is a statutory requirement under the Code of Virginia State and Local Government Conflict of Interests Act. Governor's Executive Order 18 identifies positions that must be designated as SOEI. More information regarding the Statement of Economic Interest is available on Fusion. As a state employee, outside employment, including self-employment must be requested via the *Request for Outside Employment* form on Fusion and disclosed appropriately on your Statement of Economic Interest form if applicable.

Information Security Policies:

- VDSS Acceptable Use Policy (includes Non-Disclosure Requirements)
- VDSS Information Security Policy and Program Guide
- VDSS Privacy Policy and Program Plan Manual