



**DIRECTOR'S POLICY #100-19
ETHICS**

Effective Date: November 1, 2012

Approved By:

- I. **PURPOSE:** The purpose of this policy is to institute minimum standards of ethical behavior for the Department of Professional and Occupational Regulation.
- II. **POLICY STATEMENT:** All DPOR employees shall act with integrity in all relationships and adhere to the Department's Code of Ethics.
- III. **DEFINITIONS:** N/A
- I. **RELATED DOCUMENTS:**
 - [DPOR Code of Ethics](#)
 - [Virginia Department of Human Resource Management Policy 1.60 Standards of Conduct](#)
- IV. **GENERAL PROVISIONS:**
 - A. **EMPLOYEE RESPONSIBILITIES**
 - 1. All employees shall read and abide by the DPOR Code of Ethics.
 - 2. Employees shall certify their receipt and understanding of the DPOR Code of Ethics by signing a copy of the Code. The Human Resources Office shall retain a copy of the signed document.
 - 3. Employees shall contact their immediate supervisor or division director with any questions about this policy or concerns about possible ethics violations. Persons who report suspected improprieties shall be immune from reprisals.
 - 4. All employees shall sign the DPOR Code of Ethics when signing their Employee Work Profiles.
 - B. Management shall address all violations of behavioral and ethical standards in accordance with the Standards of Conduct issued by the Department of Human Resource Management in a consistent, equitable and timely manner.