



CODE OF ETHICS
FEBRUARY 8, 2021

Policy Statement

The Virginia Board for People with Disabilities is committed to serving the people and needs of the Commonwealth of Virginia. Employees must exercise the highest level of integrity, honesty, respect, competency and objectivity in their actions and relationships which may affect the Agency. The purpose of this Code is to instill confidence in our performance and to define and standardize our duties. Employees must not misuse their authority or influence of their positions in these relationships. Moreover, an employee has the duty to act in the best interest of the Agency at all times.

Mission

To create a Commonwealth that advances opportunities for independence, personal decision-making and full participation in community life for individuals with developmental and other disabilities.

Vision

Virginians with developmental and other disabilities direct their own lives and choose how they live, learn, work, and play.

Code of Ethics

As an employee of the Virginia Board for People with Disabilities for the Commonwealth of Virginia, I will:

- Perform duties consistent with the mission of the Agency.
- Strive to perform the duties of my position and if applicable, supervise the work of staff members with the highest degree of care.
- Protect and conserve the property and funds of the Commonwealth of Virginia and shall not use it for unauthorized activities.
- Abide by Virginia's *Standards of Conduct for Employees* and related regulations.

- Hold myself accountable for adhering to and endeavor to avoid any actions that create the appearance of violating this Code of Ethics.
- We will provide for Equal Opportunity Employment – ensure there are no discriminatory practices based on the following: an individual's race, color, national origin, religion, sex, age, sexual orientation, gender identity or expression, disability, or genetic information.
- We will avoid imposing values on others or policies that are inconsistent with our mission.

As an employee of the Virginia Board for People with Disabilities, I will not:

- Engage in acts or be associated with activities that are contrary to the public interest or bring discredit to the Agency.
- Knowingly have or enter into any personal or financial benefit or liability that affects my ability to objectively perform the duties or responsibilities of my job.
- Give preferential treatment to any private or public organization or individual.
- Use public resources for personal gain.
- Knowingly conduct or condone any illegal or improper activity.

Exemplary Work Habits – *We value integrity, honesty, teamwork and dedication.*

- We are committed to the highest ideals in the stewardship of public resources and avoid any misuse of resources due to illegality, conflict of interest, improper behavior or personal gain.
- We will promote safety in the workplace.
- We will act with honesty, integrity, and fairness when working with all individuals so that everyone can optimally and equally benefit from agency business and services.
- We will continually seek to find and employ efficient and economical methods for accomplishing our responsibilities.



Who Must Follow Our Code?

We expect all of our employees to know and follow this Code of Ethics. Failure to do so can result in disciplinary action, including termination of employment. Moreover, while the Code is specifically written for VBPD employees, we expect our contractors, consultants and others who may be temporarily assigned to perform work or services for VBPD to follow the Code in connection with their work for us. Failure of a VBPD contractor, consultant or other covered service provider to follow the Code can result in termination of their relationship with VBPD.

Executive Director

Teri Morgan

Print Name

Teri Morgan

Signature