

Virginia Department of Fire Programs

Agency Values & Code of Ethics

AGENCY VALUES:

Integrity – We will value the thoughts, ideas and beliefs of all we work with and ensure the work we perform will contribute to successfully meeting and surpassing the performance goals of our agency and the Commonwealth.

Innovative – We encourage the acquisition of new skills, thoughtful risk taking, and openness and receptiveness to change.

Customer-focused – We strive to understand and anticipate customer needs and constantly focus on delivering products and services of the highest quality in a timely manner.

Quality-oriented – We endeavor to provide complete, accurate, timely and up-to-date information to our clients, co-workers and other constituents.

Ethical – We will adhere to the agency and Commonwealth's Code of Ethics and ensure our business practices are compliant.

Dedicated – We will remain dedicated to the Mission & Vision of the agency and the Commonwealth at all times.

Efficient – We will ensure our actions preserve the agency and Commonwealth of Virginia's resources.

Respect – We value individual contributions, treat each other with dignity, and assume positive intent in everyone.

Teamwork – We support each other, blend our diverse talents and backgrounds and willingly share information and resources.

Health, wellness, safety & environmental conservation – We will strive to achieve a holistic approach to preserving the agency and Commonwealth of Virginia's resources.

Diversity, Equity, and Inclusion – We are committed to embracing different perspectives and treating all employees with respect and dignity to ensure everyone has the same access to resources and opportunities to help promote a more satisfied workplace.

CODE OF ETHICS:

As employees of the Commonwealth of Virginia and the Virginia Department of Fire Programs, we will:

1. We perform our public responsibilities, services and activities ethically, competently, efficiently and honestly, in keeping with all policies and applicable laws.
2. We expect that all necessary and proper controls safeguarding public resources are in place and observed, with periodic auditing of functions by the State Auditor of Public Accounts and/or agency auditors who shall report directly to the agency's Executive Director.
3. While in the service of the agency, we conduct ourselves free of personal conflicts or appearances of impropriety, mindful that our exercise of authority on behalf of the agency has been delegated fundamentally for the public good. Conflicting interests or influences are promptly disclosed to our superiors and appropriate steps are undertaken to promote the integrity of agency business and other transactions.
4. We do not accept anything of value offered in consideration of performing our public duties, other than the compensation, benefits and reimbursement of expenses duly authorized by the agency or otherwise permitted by law. We do not accept any favor, loan, service, business or professional opportunity from anyone knowing (or when it should be known) that it is offered in order to improperly influence the performance of our public duties, or when acceptance thereof may reasonably be perceived as an impropriety in violation of agency policy or state law. Agency procurement of goods or services is undertaken only by authorized personnel and, when competitive principles apply, decisions are made impartially and objectively in accordance with established policy and state law.
5. We preserve and respect the confidentiality of agency records, including personnel and student records. We do not externally disclose confidential records or other nonpublic information without appropriate authorization, and any confidential record or information we access as a result of our position or duty is neither exploited for personal benefit nor misused for any unauthorized purpose.
6. We are committed to the principles of federal and state law guaranteeing equal opportunity and nondiscrimination with respect to agency services, programs, activities and employment, and we support an environment that respects the rights and opinions of all people. Complaints of discrimination, harassment and retaliation are investigated and when warranted appropriate corrective action is taken and disciplined in accordance with agency policy and applicable law.
7. Our communications on behalf of the agency with all persons, including co-employees, clients, customers, students, guests and vendors, are conducted professionally and with civility.
8. We do not condone dishonesty in any form by anyone, including misuse of agency funds or property, fraud, theft, cheating, plagiarism or lying. We encourage and expect reporting of any form of dishonesty, and our managers

and supervisors to appropriately investigate such reports. We also expect that the police and/or State Auditor of Public Accounts will be notified when circumstances reasonably indicate fraud or theft of agency funds or resources.

9. We strive for continuous improvement in our performance of public duties for the agency, mindful of the public cost of our activities which must be reasonable and appropriately authorized.
10. We will bring to the attention of supervisors and managers any violation of these principles or circumstances reasonably indicating that a violation has occurred or may occur. Such reporting in good faith in order to promote the ethical integrity of operations is expected and encouraged by the agency, and retaliation by any agency employee as a result against the person making such good faith report shall be subject to disciplinary action. We appropriately investigate all such reports and, when warranted by the facts, require corrective action and discipline in accordance with agency policy and state law.

As employees of the Commonwealth of Virginia and the Virginia Department of Fire Programs, we will not:

1. Allow conflicts of interest between ourselves and our professional roles.
2. Use public resources for personal gain.
3. Knowingly sign, subscribe to, or permit issuance of any information that contains a misstatement or omits a material fact.
4. Knowingly conduct or condone any illegal or improper activity.