

## Standards of Conduct: Policy

### Application

All employees within the Virginia Department of Health (VDH).

### Purpose

The purpose of this policy is to align VDH with the Commonwealth's Standards of Conduct and the disciplinary process that agencies must utilize to address unacceptable behavior, conduct, and related employment problems in the workplace, or outside the workplace when conduct impacts an employee's ability to do their job and/or influences the agency's overall effectiveness.

Once full-time and part-time classified employees have completed their probationary period, the [Standards of Conduct Policy \(DHRM 1.60\)](#) applies to them. This policy explains the disciplinary process that all agencies must utilize to address unacceptable behavior, conduct, and related employment problems in the workplace, or outside the workplace when the conduct impacts the employee's ability to do his/her job and/or influences the agency's overall effectiveness.

VDH must follow a course of progressive discipline that fairly and consistently addresses employee behavior, conduct, or performance that is incompatible with the state's Standards of Conduct and/or related policies.

### Policy

It is the policy of VDH to promote the well-being of its employees by maintaining high standards of work performance and professional conduct.

Disciplinary actions must be founded on the principles of due process and will employ a range of corrective and disciplinary actions that are applied based on the nature and history of the misconduct or unacceptable performance. Corrective and disciplinary actions must be administered through a prompt and fair process as described in VDH Policy 1.60 – Standards of Conduct: Procedures.

### Authority

This VDH policy is pursuant to the authority provided in §2.2-1201 of the Code of Virginia, the Virginia Personnel Act, and Department of Human Resource Management (DHRM) [Policy 1.60 – Standards of Conduct](#).

### Related Policies & Resources

DHRM [Policy 1.60 – Standards of Conduct](#)  
VDH Policy 1.60 – Standards of Conduct: Procedures  
VDH 2.35 Civility in the Workplace

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### Policy History

EFFECTIVE DATE	DESCRIPTION
10-28-2020	Policy established.

### Policy Administration

**Reviewer:** \_\_\_\_\_ Signature on file \_\_\_\_\_  
Deputy Commissioner for Administration

Date: 10/28/20

**Approver:** \_\_\_\_\_ Signature on file \_\_\_\_\_  
State Health Commissioner

Date: 10/28/20

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