

Virginia Department of Health

Employee Code of Ethics

Purpose

To promote ethical behavior by Virginia Department of Health (VDH) employees and to aid in the performance of their public responsibilities by requiring adherence to agency core values.

Agency Core Values

- **Accountability**: To act responsibly and adhere to the agency Code of Ethics at all times.
- **Communication**: To communicate effectively, timely and accurately.
- **Diversity**: To appreciate and support diverse backgrounds, perspectives, and ideas.
- **Equity**: To promote justice, fairness and a commitment to others.
- **Excellence**: To work at the highest level of performance, delivering services and products of high quality in a competent and timely manner, with a commitment to continuous improvement.
- **Integrity**: To be honest and trustworthy.
- **Respect**: To recognize the dignity of the people served as well as our fellow employees.
- **Stewardship**: To manage public resources responsibly and efficiently.

Agency Commitments

- **Obey the law and comply with policies and procedures**
Employees are committed to full compliance with VDH, state, and federal laws, regulations, requirements, policies, and procedures.
- **Promote a positive work environment**
Employees are courteous and respectful to all. Harassment or discrimination of any kind is unacceptable and will not be tolerated. This includes discrimination based on race, color, religion, gender, age, national origin, disability, sexual orientation, citizenship or veteran status.
- **Work safely**
Employees are responsible for following standard and workplace safety precautions, warnings, and regulations in carrying out all their duties and in caring for patients. All client, environmental or safety hazards or concerns are promptly reported.

- **Promote health equity**
Employees are committed to eliminating inequity in health status by promoting access to those resources and opportunities that support quality health care, healthy behaviors, and healthy families, communities and environments.
- **Maintain confidentiality of sensitive patient and client information, employee records and other private information**
Employees will carefully avoid any violation or inappropriate release of sensitive patient, client, employee or emergency preparedness information and privacy. Employees will limit access to sensitive information and obtain appropriate release of information as required by law.
- **Carefully negotiate contracts and make responsible purchases**
Employees will fairly and accurately bid and negotiate outside contracts at fair market value, and make purchases so there is no question of conflict.
- **Avoid conflicts of interest**
Employees will avoid conflicts of interest and/or the appearance of conflicts of interest by understanding the conflict of interest policies, disclosing all pertinent facts about potential conflicts, ensuring that their official position is never used for personal gain, and ensuring that no one benefits at the expense of the agency.
- **Neither give nor receive any illegal gifts, favors or kickbacks**
Employees will follow Commonwealth and agency guidelines regarding giving or receiving gifts or discounts from clients or people who supply us with goods and services.
- **Report suspected wrongful conduct promptly**
Employees will promptly report suspected fraud and alleged violations of the Code of Virginia or the agency Code of Ethics to their supervisor, to the Internal Audit Department, or to the anonymous State Employee Hotline number, for investigation.