

Policy Name	DHP Code of Ethics Policy		Policy Number	76-60.22
Section Title	Human Resources	Section Number	76-60	Former Policy No.
Approval Authority	Agency Director		Effective Date	10/27/2022
Responsible Executive	Chief Operating Officer		Revised Date	11/9/2023
Responsible Office	Director's Office		Last Reviewed	11/9/2023
Responsible Reviewer	Badgley, Anna			

### Purpose:

The Code of Ethics Policy (Code) communicates the Virginia Department of Health Professions (DHP) commitment to open and ethical behavior and leadership in each of our assigned roles as we ensure safe and competent patient care through licensing health professions, enforcing standards of practice, and providing information to health care practitioners and the public.

In order to ensure the highest quality of service, DHP will employ properly qualified staff with the experience and expertise necessary to carry out their duties. Employees at all levels are expected to exemplify the Agency values. We will operate with a high degree of excellent customer service, demonstrate integrity, respect, responsiveness, and competency in our actions and communications, foster an atmosphere of effective collaboration and trust with our customers and stakeholders, encourage innovation and require accountability.

### Policy:

#### Roles and Responsibilities

- This policy applies to all individuals working at DHP including classified and wage employees, student interns, and temporary agency workers and contractors without regard to race, color, religion, sex, sexual orientation, gender identity, or expression, national origin, age, disability, veteran status, or other protected status or political affiliation.
- The Agency's goal, based on our values of service, collaboration, trust, adaptability, and problem solving, is to embrace and cultivate a culture committed to diversity, inclusivity, and equity that empowers individuals to realize their optimum potential and feel valued.
- All DHP employees, regardless of position, must abide by the Code, as well as all laws, regulations, and published DHP policies and procedures. Proper business conduct includes appropriate interpersonal interactions and treating others in a professional, courteous, respectful manner at all times at all levels.

- All employees of DHP, must demonstrate and actively promote a commitment to ethical, appropriate, professional, respectful and legal behavior that is consistent with DHP values.

### **Reporting Relationships**

- The reporting relationships at DHP provide managers with information appropriate to their responsibility and authority. The organizational structure also facilitates the flow of information within and between boards and divisions. Consistent with good management practice, employees are asked to adhere to lines of authority, responsibility, and communications as established by the Agency. Nothing, though, prohibits an employee from seeking a meeting with senior management if the employee desires.

### **Civility in the Workplace**

- Never tolerate verbal or physical harassment (including sexual harassment), intimidation, bullying, or threats of violence.
- Make all employment and promotion decisions without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, veteran status, or other protected status or political affiliation.
- Ensure that diversity, inclusion, and equity are promoted in all areas of DHP.
- Accommodate other employee's right to freedom of thought, conscience, and beliefs without disrupting the mission of the Agency.
- Treat our co-workers and other colleagues honorably; with respect, fairness and equality; and work together for the greater good of the Commonwealth of Virginia.
- Treat the citizens of the Commonwealth of Virginia with respect, fairness, and equality regardless of their role in our process.
- Work to maintain open lines of communication so that the views of each employee and colleague may be considered and their opinions are given proper consideration and respect.

- Apply the laws, regulations, and policies fairly and consistently with all employees regardless of position level in the workplace.
- Strive for excellence and continuous improvement in our jobs by maintaining and enhancing our own knowledge and skills; seeking counseling and training; and encourage professional development of ourselves and our co-workers.
- Continually strive to build confidence and professionalism in every employee and colleague.

### **Health and Safety**

- Abide by the Commonwealth's commitment to human rights, environmental protection, community involvement, public health, and economic fairness.
- Comply with all DHP, state, and federal laws, regulations, requirements, policies, and procedures.

### **Conflict of Interest**

- Avoid and report known or potential conflicts of interests, including, but not limited to, conflicting relationships with sources and/or respondents; conflicting relationships with potential employees; offer of gifts or gratuities for services rendered; and other actions that might give the appearance of impropriety.
- Not advance our private interests at the expense of the agency, its employees, or the Commonwealth of Virginia. Employees must take care not to compromise the integrity or damage the reputation of the Agency, or an individual, business, or government body.
- Commit to government transparency as we conduct Agency business on behalf of the Commonwealth of Virginia.

### **Protection/Use of Information, Property, and Assets**

- Safeguard the Agency's resources and be trustworthy stewards of manpower, finances, and property.
- Exercise due diligence and proper control over the input, knowledge, preservation and dissemination of information to which we are entrusted.

- Abide by the Commonwealth's commitment to human rights, environmental protection, community involvement, public health, and economic fairness.
  
- Comply with all DHP, state, and federal laws, regulations, requirements, policies, and procedures.

### **Reporting Violations**

- Employees who become aware of a violation of the Code must report the suspected violation to an appropriate person; failure to do so is a violation of the Code and may result in disciplinary action under the state's Standards of Conduct Policy 1.60. Violations can be reported to:
  - Human Resources
  - A Supervisor
  - Call the State Fraud, Waste, and Abuse Hotline at 1-800-723-1615

### **Non-Retaliation Policy**

- No disciplinary action or retaliation will be taken against any employee who, in good faith, reports a perceived issue, concern, or violation of the Code. The "in good faith" requirement means an employee actually believes or perceives the information reported to be true. Individuals who raise concerns or who help the Agency resolve reported matters are protected against retaliation.