



VIRGINIA INFORMATION TECHNOLOGIES AGENCY (VITA) CODE OF ETHICS

Mission: VITA supports the commonwealth by providing cybersecurity, IT infrastructure services and IT governance.

Vision: VITA will deliver agile technology services at the speed of business.

Introduction: VITA recognizes its duty to uphold the public's trust and confidence, not only in following laws and regulations but in following high standards of ethical behavior. As members of the VITA community, we are all responsible for maintaining the highest ethical standards and principles of integrity. VITA's Code of Ethics was developed as a set of values-based statements that demonstrate our commitment to this goal. This Code of Ethics forms a broad framework for conducting VITA's affairs in an ethical manner.

VITA's Code of Ethics

As an employee of the Commonwealth of Virginia and of VITA, I will:

1. Maintain the highest level of ethical standards, and comply with all applicable laws, regulations and Commonwealth and VITA policies.
2. Promote the integrity of all VITA business and transactions by avoiding engagement in actions (directly or indirectly) that are inconsistent with the State and Local Government Conflict of Interests Actor Virginia Public Procurement Act. I will avoid even the appearance of a conflict of interest, since the appearance of influence can be as important as its reality.
3. Ensure procurements are conducted in a fair and impartial manner and all qualified vendors have access to public business.
4. Adopt policies and programs in accordance with affirmative action and the Commonwealth's Equal Employment Opportunity (EEO) policy, supporting the rights and recognizing the needs of all citizens regardless of gender, race, color, religion, national origin, age, disability, veteran status, sexual orientation, or political affiliation.
5. Maintain the confidentiality and integrity of information entrusted to us by not disclosing or changing the information without authorization.
6. Not use VITA or State funds, property, equipment, services, systems information, time and effort, things of value, or our position for either personal gain or in aid of political parties or candidates for public office.

7. Protect VITA's assets and resources and ensure their proper use by preventing theft, carelessness and waste and promoting efficient, effective and economical means of accomplishing tasks.
8. Adhere to the principle that the public's business should be conducted in the public view by observing and following the letter and spirit of the Virginia Freedom of Information Act.
9. Adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.
10. Comply with accepted accounting rules and controls at all times including not making any false or misleading entries in VITA's records for any reason whatsoever.
11. Strive for excellence in the performance of our duties.
12. Nurture a climate of care, concern, and civility towards others.
13. Report through appropriate means and channels any potential dishonesty, fraud, misconduct, violations or neglect of duty and appropriately investigate all such reports and require warranted corrective action and discipline, in accordance with laws and Commonwealth and VITA policies and procedures.

This Code of Ethics does not cover every potential circumstance in which an ethical issue might occur for an employee. Employees have the responsibility to consider the ethical implications of their actions on a continuing basis. Anyone who is in doubt as to the appropriate way a situation should be handled should consult his/her supervisor.

Responsibility: Chief Information Officer

Authorization: 

Effective Date: 7/6/2016