



Introduction: VITA recognizes its duty to uphold the public's trust and confidence, not only in compliance with applicable laws and regulations, but in following the high standards of ethical behavior. As VITA team members, we are all responsible for maintaining the highest ethical standards and principles of integrity, and the VITA Code of Ethics is our commitment to this goal. This Code of Ethics is the framework for conducting VITA's affairs in an ethical manner as we strive to achieve our agency's mission and vision and embody our shared values.

Mission: To deliver sustainable and effective results to our customers through innovative, efficient and secure services.

Vision: To be Virginia's most customer-focused technology partner, empowering the Commonwealth to achieve more through innovative, efficient and secure technology.

Values: Accountability, inclusive collaboration, growth mindset, effectiveness and persistence

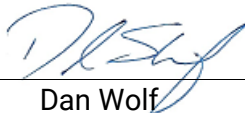
VITA's Code of Ethics

This Code of Ethics does not cover every potential ethical question an employee may encounter. 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 manner in which a situation should be handled should consult with their manager.

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

- Maintain the highest level of ethical standards and comply with all applicable laws, regulations, and Commonwealth and VITA policies.
- Ensure responsiveness to customer needs, treating all customers with fairness, courtesy, and respect.
- Act with integrity in 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 Act](#) and/or the [Virginia Public Procurement Act](#). I will avoid the appearance of a conflict of interest, because the appearance of influence can be as consequential.
- Ensure procurements are conducted in a fair and impartial manner and all qualified vendors have access to public business.
- Adhere to policies and adopt 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 race (or traits historically associated with race, including hair texture, hair type, and protective hairstyles such as braids, locks, and twists), color, religion, sex, gender identity, sexual orientation, pregnancy, parental status, national origin, age, disability (physical or mental), family medical history or genetic information, political affiliation, or veteran status.
- Maintain the confidentiality and integrity of information entrusted to us by not disclosing or changing the information without authorization.

- Not use VITA or state funds, property, equipment, services, systems information, time, effort, things of value, or our position(s) for either personal gain or in aid of political parties or candidates for public office. I will commit to trusted, sound stewardship of all public resources.
- Protect VITA's assets and resources and ensure proper use by preventing theft, carelessness and waste and promoting efficient, effective, and economical means of accomplishing tasks.
- 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](#).
- Adhere to good health and safety practices and comply with all environmental health and safety laws and regulations.
- Comply with accepted accounting rules and controls at all times, including not making any false or misleading entries in VITA's records.
- Strive for excellence in the performance of our duties.
- Cultivate and nurture a culture of care, concern, trust, honest and open communication, respect, and civility towards others.
- Report through appropriate means and channels any potential fraud, misconduct, violation, or neglect of duty to your immediate manager or director. You may also go directly to Human Resources if needed.
- Appropriately investigate all reports and require warranted corrective action, in accordance with applicable laws, as well as Commonwealth and VITA policies and procedures.
- Ask human resources, legal, my supervisor, or other appropriate internal resources for guidance concerning any ethical questions that I am not certain how to address or resolve.



Dan Wolf
Chief Administration Officer
Virginia Information Technologies Agency

02/23/2022

Date