

**Virginia Department of Labor and Industry  
Code of Ethics Summary**



**Mission:**

To make Virginia a better place to work, live, and conduct business by promoting safe and healthy workplaces; protecting children from hazardous employment; developing job training opportunities through registered apprenticeship; supporting best employment practices; and assuring safe operation of boilers and pressure vessels.

**Values:**

- Believing in the importance of our work;
- Possessing and encouraging a positive can-do attitude about our ability to achieve future successes;
- Maintaining a strong work ethic by keeping our word, and taking responsibility for our work and actions;
- Being consistent in the quality of our work;
- Fostering cooperation both internally and with those we serve;
- Treating all individuals professionally, equitably and with courtesy, honesty, dignity and respect;
- Making a difference for every individual or organization we serve;
- Understanding the needs and situations of others and being open to their ideas and opinions;
- Being prudent stewards of the resources given to us; and
- Knowing that the little things matter.

**Conflict of Interest**

- Exercise utmost caution and good judgment in preventing conflicts of interest or appearance of such conflicts
- Disclose pertinent facts about potential conflicts, safeguard official position so it is not used for personal gain, and ensure the Agency's integrity is protected
- Perform position specifications without favor
- Never discriminate by granting special favors or privileges regardless of compensation

**Professionalism**

- Treat each other equally and with respect
- Ensure cooperation, safety and positive workplace climate to achieve respect, trust and confidence of citizens, co-workers and governing officials
- Open and ethical leadership, constructive feedback and two-way communication are encouraged
- Policies are strictly adhered to in all situations

**Personnel Practices & Equal Opportunity**

- DOLI is an equal opportunity employer
- Diversity is recognized as a strength
- Agency decisions based on fairness & impartiality

**Outside Employment**

- Written permission from Commissioner is required
- Must comply with provisions of Virginia Personnel Act & DOLI's procedures regarding outside employment

**Outside Volunteer Activities**

- Exercise caution when volunteering for organization where participation might be construed to mean employee is acting in official capacity as member of DOLI
- To avoid possible misrepresentation, disclosure of outside volunteer activities is required

**Agency Responsibilities**

- Misuse of Agency resources, services, programs for personal gain is strictly prohibited
- Highest quality of performance & most cost efficient method of task accomplishment are encouraged to protect the integrity & effective management of Agency funds