

# The Department of General Services

# CODE OF ETHICS

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## ADMINISTRATIVE DIRECTIVE

In order to protect the integrity of all resources entrusted to the Department, the Virginia Department of General Services establishes the following Code of Ethics for its employees. All employees must subscribe to this Code, which is included in all new employee orientations and presented annually in appropriate training materials.

## CODE OF ETHICS FOR EMPLOYEES OF THE VIRGINIA DEPARTMENT OF GENERAL SERVICES

As an employee of the Department of General Services:

I am committed to the highest ideals of professionalism and the stewardship of public resources;

I will not hold financial interests that conflict with the conscientious performance of duty;

I will act impartially and not give preferential treatment to any private organization or individual;

I will disclose waste, fraud, abuse, and corruption to the appropriate authorities;

I will uphold these principles demonstrating professional integrity and be conscious that public service is a public trust; and

I will conduct myself at work in a manner consistent with the Commonwealth's Standards of Conduct for Employees, applicable agency regulations and policies, and the policies of the Department of Human Resource Management.

**Approved:** Banci Tewolde, Director  
**Date:** January 27, 2025  
**Authority:** Code of Virginia §2.2-1100

