I. PURPOSE
This policy delineates the code of ethics for employees of the Office of the State Inspector General (OSIG).

II. SCOPE
All OSIG employees: classified, hourly, contracted and interns.

III. POLICY
As an employee of the Commonwealth of Virginia and OSIG, staff agree to adhere to the following when acting within the scope of his or her employment:

- Exhibit the highest level of independence and integrity in the performance of all duties.
- Demonstrate a commitment to professionalism and diligence in the performance of all duties.
- Commit to be a responsible steward of public resources.
- Comply with all applicable state and federal regulations.
- Maintain appropriate confidentiality of sensitive information and records obtained by OSIG.
- Dedicate efforts toward earning the respect, trust and confidence of the citizens of the Commonwealth.
- Not record meetings and/or interviews without the knowledge and consent of every executive branch agency employee in attendance. If any attendee indicates that he/she is recording the meeting, each attendee shall document consent in a sworn statement; however, this statement does not apply to administrative activities or criminal investigations as required or authorized by law. OSIG will provide a copy of this sworn statement to all meeting attendees within 24 hours of the meeting conclusion.

IV. REVIEW DATE
This procedure shall be reviewed annually and updated no later than April 1, 2022.