



COMMONWEALTH of VIRGINIA

DEPARTMENT OF LABOR AND INDUSTRY

C. Ray Davenport
COMMISSIONER

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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
- 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