



**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT FOR AGING AND REHABILITATIVE SERVICES**

KATHRYN A. HAYFIELD  
Commissioner

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**CODE OF ETHICS**  
**JANUARY 1, 2018**

**Policy Statement**

The Department for Aging and Rehabilitative Services (Agency) is committed to serving the people and needs of the Commonwealth of Virginia. Employees must exercise the highest level of integrity, honesty, respect, competency and objectivity in their actions and relationships which may affect the Agency. Employees must not misuse their authority or influence of their positions in these relationships. Moreover, an employee has the duty to act in the best interest of the Agency at all times.

**Mission**

The Department for Aging and Rehabilitative Services, in collaboration with community partners, provides and advocates for resources and services to improve the employment, quality of life, security, and independence of older Virginians, Virginians with disabilities, and their families.

**Code of Ethics**

**As an employee of the Department for Aging and Rehabilitative Services for the Commonwealth of Virginia, I will:**

1. Perform duties consistent with the mission of the Agency.
2. Strive to perform the duties of my position and if applicable, supervise the work of staff members with the highest degree of care.
3. Protect and conserve the property and funds of the Commonwealth of Virginia and shall not use it for unauthorized activities.
4. Abide by Virginia's *Standards of Conduct for Employees* and related regulations.

5. Hold myself accountable for adhering to and endeavor to avoid any actions that create the appearance of violating this Code of Ethics.

**As an employee of the Department for Aging and Rehabilitative Services, I will not:**

6. Engage in acts or be associated with activities that are contrary to the public interest or bring discredit to the Agency.
7. Knowingly have or enter into any personal or financial benefit or liability that affects my ability to objectively perform the duties or responsibilities of my job.
8. Give preferential treatment to any private or public organization or individual.
9. Use public resources for personal gain.
10. Knowingly conduct or condone any illegal or improper activity.

*Breach of this Code of Ethics may result in disciplinary action.*

**Approved by:**

  
Commissioner

  
Date