

**INDIANA DEPARTMENT OF CHILD SERVICES
ADMINISTRATIVE POLICIES AND PROCEDURES**

Policy Number: HR-3-2

Effective Date: July 1, 2005

Version: 1.0

POLICY TITLE: ETHICS

Overview: All state employees will abide by the ethics established by the Indiana State Ethics Commission. Employees and certain contract employees will receive regular ethics training. Violation of state ethics is a serious matter that may result in termination of employment.

I. DEFINITIONS

N/A

II. REFERENCES

- A. [IC 4-2-6: Ethics and Conflicts of Interest](#)
- B. [IAC 42-1: Indiana Code of Ethics](#)
- C. [DCS Suspicious Activity Policy](#)

III. STATEMENTS OF PURPOSE

- A. State Ethics Commission statutes and rules govern all DCS employees.
- B. All DCS employees must complete training on State ethics requirements during their initial orientation.
- C. All contractors will complete training regarding State ethics requirements on the first day of work following the beginning of a contract if the contractor will work more than 30 hours a week for more than 26 weeks during any one (1) fiscal or calendar year.
- D. All DCS employees are required to receive ethics retraining every two (2) years. An employee's supervisor is responsible for tracking this information.
- E. All employees have a responsibility to report suspected or real ethical violations to a supervisor, the [DCS Ethics Officer](#) or the State Ethics Commission.
- F. There is to be no retaliation, intimidation or harassment of an employee who reports real or perceived ethical violations in good faith to a supervisor, the DCS Ethics Officer or the State Ethics Commission.
- G. It is the responsibility of all employees to contact their supervisor, the DCS Ethics Officer or the State Ethics Commission whenever questions of ethics arise.
- H. Violation of ethics statutes and rules may result in disciplinary action up to and including fines and termination of employment. Because statutes and rules are law, violation may also result in legal consequences.

IV. PROCEDURE

- A. It is the responsibility of managers or supervisors to track and ensure that employees are current on ethics training. Documentation of completed ethics training will be kept in the employee's reference file.
- B. Employees and contractors will complete the appropriate online ethics training.
- C. Employees who suspect or know of ethics violations should follow the reporting procedure outlined in the [DCS Suspicious Activity Policy](#).

V. FORMS

N/A

DATE: 06/08/05

James W. Payne, Director
Department of Child Services

A signed copy is on file.