

INDIANA DEPARTMENT OF CHILD SERVICES ADMINISTRATIVE POLICIES AND PROCEDURES		
Policy Number: HR-3-2	Effective Date: July 1, 2022	Version: 2.0
<b>POLICY TITLE: ETHICS</b>		
<b>Overview:</b> All state employees will abide by the ethics established by the Indiana Office of Inspector General (IG) and the Indiana State Ethics Commission. Employees and independent contractors will receive regular ethics training. Violation of state ethics is a serious matter that may result in termination of employment.		

## I. DEFINITIONS

Independent Contractor: Individuals who, in exercising independent employment, contract to do certain work according to their own methods and without being subject to control of the employer except as to the product of their work. The employer prescribes what is to be done, but not how it is to be done or who is to do it.

## II. REFERENCES

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

## III. STATEMENTS OF PURPOSE

- A. The Indiana Code of Ethics applies to all DCS employees.
- B. Employees and independent contractors will complete the appropriate online ethics training and document their completion.
- C. All employees have a responsibility to report actual or apparent ethical violations, including questions of ethics, as they arise.
- D. There is to be no retaliation, intimidation, or harassment of an employee or independent contractor who reports real or apparent ethical violations in good faith.

## IV. PROCEDURE

- A. All DCS employees must complete two (2) ethics trainings during onboarding. The first is a state ethics training from the IG, and the second is a DCS ethics specific training.
- B. All independent contractors will complete training regarding state ethics requirements on the first day of service following the beginning of a contract if the independent contractor is expected to work more than 30 hours a week for more than 26 weeks during any one (1) fiscal or calendar year.
- C. All DCS employees are required to complete ethics retraining set forth by the IG every two (2) years.
- D. Documentation of completed ethics training will be kept as part of the employee's employment record.
- E. Employees who suspect or know of ethics violations have a responsibility to report it to their supervisor, the [DCS Ethics Officer](#), the [DCS Trustline](#), or the [IG's office](#).
- F. Violation of ethics statutes and rules may result in disciplinary action up to and including fines and termination of employment.

## **V. FORMS AND TOOLS**

- A. [DCS Trustline](#)
- B. [Record of Training DCS Employee \(SF 54819\)](#)

APPROVED

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