

Policy and Procedure 8-9

Code of Ethics

Issued By: Robert Farrell, State Forester

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PURPOSE

To provide the Code of Ethics, which all employees shall follow, and will include the Agency’s mission, vision and values.

POLICY

Virginia Department of Forestry sets high standards for the ethics of its employees and will follow this Code of Ethics in carrying out the work of the Agency. All Agency programs shall support this Mission. All who work for and on behalf of the Agency will understand and be loyal to this mission. All employees will be held accountable for following the Code of Ethics set forth in this policy and procedure.

DEFINITIONS

“Agency” and “VDOF” means the Virginia Department of Forestry.

“Commonwealth” means the Commonwealth of Virginia.

PROCEDURES

Mission

"We Protect and Develop Healthy, Sustainable Forest Resources for Virginians."

As employees of the Commonwealth of Virginia and its Department of Forestry, we will:

Be Trustworthy

Dedicate our efforts toward earning the respect, trust and confidence of those with whom we work, of elected and appointed officials, and the public.

Be Respectful

Commit to the highest ideals in the stewardship of public conservation and natural resources.

Continue Education

Strive for professional excellence by maintaining and enhancing professional knowledge, skills and abilities for ourselves and our colleagues.

Be Reliable

Provide all reports and information in conformance with applicable laws, regulations and professional standards.

Maintain Integrity

Act with integrity in all relationships. Adhere to the Agency's values and make decisions based on the greater good of the Agency and not to the individual.

Be Honest

Abide by the Agency's Policies and Procedures and Virginia's Standards of Conduct for Employees and related regulations.

Be Accountable

Hold ourselves accountable for adhering to this Code of Ethics.

Note: This Code shall not be used as a basis for discipline nor shall it serve as a basis for decisions pertaining to certification or employment. This Code shall not be interpreted or used to diminish the authority of the Agency to evaluate or discipline any employee under provisions of law, regulation or collective bargaining agreement.

Vision

A healthy, abundant, diverse forest resource, providing environmental and economic benefits for all Virginians.

A forward-thinking agency, backed by solid technology, strong ethics and science that is a national leader in managing and protecting the forest resource.

A professional, creative and adaptive workforce, providing exceptional forestry services to our constituents and customers.

Values

In dealing with our customers, we believe in:

- ◆ Exceeding customer expectations by delivering quality products and services in a responsive, professional manner.

- ◆ Treating customers courteously, honestly and respectfully.
- ◆ Actively listening, appreciating, understanding and responding to customer needs.
- ◆ Being trustworthy professionals who seek to ensure the integrity of the forest resource.

In working together, we believe in:

- ◆ Providing a well-trained, well-equipped, technologically advanced and responsive workforce.
- ◆ Communicating in an open, honest, effective manner.
- ◆ Being helpful and supportive to one another, demonstrating the spirit of cooperation/teamwork and mutual trust and respect for each other.
- ◆ Providing a working environment that fosters quality and creativity, rewards team performance, is challenging and enjoyable.
- ◆ Clearly defining, communicating and understanding vision, strategies, goals, objectives, roles and responsibilities.

AUTHORITY

This policy and procedure is issued by the Virginia state forester.

INTERPRETATION

The director of human resources, the deputy state forester and the state forester are responsible for the interpretation of this policy and procedure.

APPROVAL

I certify that this policy and procedure is approved and ready for publication.

Hector Rivera

Director of Human Resources Name (Print)

Director of Human Resources Signature

Ed Zimmer

Deputy State Forester Name (Print)

Deputy State Forester Signature