

**STATE OF OHIO
DEPARTMENT OF ADMINISTRATIVE SERVICES
GENERAL SERVICES DIVISION**

POLICY/PROCEDURE NAME: Ethics
POLICY/PROCEDURE NO: SAO-01
DATE ISSUED: January 11, 2010
DATE REISSUED:
RESPONSIBLE UNIT: GSD, State Architect's Office

Policy Intent

The intent of this policy is to describe the expectation of proper ethical conduct by State Architect's Office (SAO) employees and to provide the process for its employees to understand and use acceptable standards of ethical practice.

This policy is not intended to supersede, contradict, or conflict with any policy issued by the Department of Administrative Services or any statute or administrative rule.

General Standards of Ethical Conduct

SAO employees must, at all times, abide by Ohio's ethics laws (ref: Chapters 102 and 2921, Ohio Revised Code and related statutes), as interpreted by the Ohio Ethics Commission, Ohio courts, and any other investigative body authorized to interpret such laws. Employees must conduct themselves, at all times, in a manner that avoids even the appearance of impropriety, favoritism, or unethical bias.

All employees are expected to perform their personal and professional activities in a manner that fosters public confidence in the integrity of SAO, its personnel, its processes, and its accomplishments. As such, all SAO employees must demonstrate exemplary practices of ethical business and social activities at all times. These include, but are not limited to the following actions and characteristics:

1. Do not solicit or accept anything of value, including, but not limited to gifts, food or beverages, social event tickets or expenses, travel expenses, or consulting fees, from any person regulated by, doing business with, or seeking to do business with SAO.
2. Do not use your position to improperly obtain benefits for yourself, your family, or your business associates.

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3. Do not accept compensation (other than the wages, salary and benefits the state pays you for your employment) for performing your duties and responsibilities.
4. Do not accept compensation for personal services rendered on a matter before any state agency, unless you are eligible for and receive a specific legal exemption for the personal services rendered and file an appropriate statement as required by law.
5. Do not become a party to or a beneficiary of a contract with SAO, authorized by SAO or approved by SAO.
6. Do not vote on, authorize, or in any other way use your position to secure approval of a state contract in which your family members or your business associates have an interest.
7. Do not use or authorize the use of your name associated with phrase "Office of the State Architect", "State Architect's Office", "SAO" or the SAO logo in a manner that suggests impropriety, favoritism or improper bias.
8. Do not solicit or accept honoraria for the performance of your duties or responsibilities.

Financial Disclosures

The State Architect must file an annual financial disclosure statement with the Ohio Ethics Commission. The statement must be filed for the previous year on or before the fifteenth day of April each year.

Ethics Training

All employees of SAO must participate in not less than two hours of ethics training every two years as provided or approved by the Ohio Ethics Commission. Employees that miss the periodic ethics training scheduled by SAO must attend an Ohio Ethics Commission training session of similar nature within 30 days of the originally scheduled training. The time extension for the substitute training session may be extended only with the approval of the State Architect or a superior of the State Architect.

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Additionally, the State Architect must participate in the ethics training offered by the Governor's Office pursuant to Executive Order 2007-01S. This requires four hours of training every two years.

Assistance

Employees with questions or concerns about ethics should first contact their supervisor for guidance. If the supervisor is the subject of concern, the employee should discuss the matter with a higher level supervisor within the office. Alternatively, and at the employee's discretion, the employee may discuss the matter with the legal representative for the General Services Division (GSD). Also, employees may contact the Ethics Commission for advice and assistance regarding the ethics law and related statutes; however, SAO requests, but does not require that the employee first discuss the issue with the GSD legal representative. The Commission's General Counsel and counsel for the Governor's Office are available to answer questions involving this policy.

The Ethics Commission phone number is (614) 466-7090 and its website is www.ethics.state.oh.us.

Penalties

SAO employees that do not abide by this Ethics Policy or meet the ethics standards prescribed by law will be disciplined. Such action may include the full range of progressive discipline, including dismissal.

Changes

This policy may be changed only by authority of the State Architect or a superior of the State Architect.

-- End of Policy --

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