OhioDAS

ETHICS POLICY

POLICY NUMBER: 100-01	EFFECTIVE DATE: 1/04/13	APPOINTING AUTHORITY APPROVAL:
REPLACES POLICY DATED: 01/06/2008	AUTHORITY: ORC Chapters 102 and 2921	

I. PURPOSE

A. POLICY STATEMENT

It is policy of the Ohio Department of Administrative Services to carry out its mission in accordance with the strictest ethical guidelines and to ensure that Department of Administrative Services (DAS) employees conduct themselves in a manner that fosters public confidence in the integrity of DAS, its processes, and its accomplishments.

II. POLICY

A. GENERAL STANDARDS of ETHICAL CONDUCT

DAS officials and employees must, at all times, abide by protections to the public embodied in Ohio's ethics laws, as found in Chapters 102. and 2921. of the Ohio Revised Code, and as interpreted by the Ohio Ethics Commission and Ohio courts. DAS officials and employees must conduct themselves, at all times, in a manner that avoids favoritism, bias, and the appearance of impropriety. Please review the Ohio Ethics Law and related statute at the following web address:
http://www.ethics.ohio.gov/ethicslawrevisedcode.html

A general summary of the restraints upon the conduct of all DAS officials and employees includes, but is not limited to, those listed below. No DAS official or employee shall:

- Solicit or accept anything of value from anyone doing business with DAS;
- Solicit or accept employment from anyone doing business with DAS, unless the official or employee completely withdraws from DAS activity regarding the party offering employment, and DAS approves the withdrawal;
- Use his or her public position to obtain benefits for the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship;
- Be paid or accept any form of compensation for personal services rendered on a matter before, or sells goods or services to, DAS;
- Be paid or accept any form of compensation for personal services rendered on a matter before, or sell (except by competitive bid) goods or services to, any state agency other than DAS, unless the official or employee first discloses the services or sales and withdraws from matters before DAS that directly affect officials and employees of the other state agency, as directed in R.C. 102.04;

- Hold or benefit from a contract with, authorized by, or approved by, DAS, (the Ethics Law does except some limited stockholdings, and some contracts objectively shown as the lowest cost services, where all criteria under R.C. 2921.42 are met);
- Vote, authorize, recommend, or in any other way use his or her position to secure approval of a DAS contract (including employment or personal services) in which the official or employee, a family member, or anyone with whom the official or employee has a business or employment relationship, has an interest;
- Solicit or accept honoraria (see R.C. 102.01(H) and 102.03(H)) ;
- During public service, and for one year after leaving public service, represent any person, in any fashion, before any public agency, with respect to a matter in which the official or employee personally participated while serving with DAS;
- Use or disclose confidential information protected by law, unless appropriately authorized; or
- Use, or authorize the use of, his or her title, the name "Ohio Department of Administrative Services," or "DAS," or DAS' logo in a manner that suggests impropriety, favoritism, or bias by DAS or the official or employee;

For purposes of this policy:

- "Anything of value" includes anything of monetary value, including, but not limited to, money, gifts, food or beverages, social event tickets and expenses, travel expenses, golf outings, consulting fees, compensation, or employment. "Value" means worth greater than de minimis or nominal.
- "Anyone doing business with the DAS" includes, but is not limited to, any person, corporation, or other party that is doing or seeking to do business with, regulated by, or has interests before DAS.

III. PROCEDURE

A. FINANCIAL DISCLOSURE

Every DAS official or employee required to file a financial disclosure statement must file a complete and accurate statement with the Ethics Commission by April 15 of each year. Any official or employee appointed, or employed to a filing position after February 15 and required to file a financial disclosure statement must file a statement within 90 days of appointment or employment. DAS Office of Legal Services is responsible for collecting and filing with the OEC all of the financial disclosure statements.

B. TRAINING

Executive Order 2011-03K established a statewide ethics policy and statewide required ethics training. The EO requires all employees to follow the Ohio Ethics Laws; it designates each agency Chief Legal Counsel as the Chief Ethics Officer of the agency. In that role, the Chief Legal Counsel must assist all employees of the agency with ethics compliance and must arrange or provide for annual ethics instruction. In addition, the Chief Legal Counsel must report to the Governor's Chief Legal Counsel all ethics training provided to the agency in the previous calendar year.

C. ASSISTANCE

The Ethics Commission is available to provide advice and assistance regarding the application of the Ethics Law and related statutes. The Commission can be contacted at (614) 466-7090. The Commission's web site address is: www.ethics.ohio.gov. DAS counsel and counsel for the Governor's office are available to answer questions involving this policy.

D. PENALTIES

Failure of any DAS official or employee to abide by this Ethics policy, or to comply with the Ethics Law and related statutes, will result in discipline, which may include dismissal, as well as any potential civil or criminal sanctions under the law.

E. CHANGES

This policy may be modified, changed or updated only by the director of DAS.

IV. REVISION HISTORY

Date	Description of Change
12/07/2006	Original Policy Release
1/06/2008	New appointing authority
1/04/2013	Training Requirement Added