

OFFICE OF THE STATE INSPECTOR GENERAL  
POLICY AND PROCEDURE

SUBJECT

CODE OF ETHICS

Effective Date  
April 30, 2021

Number  
121

Supersedes  
November 1, 2018

Authority  
Code of Virginia § [2.2-309](#) et seq.

FOIA Exempt Yes  No

Attachments Yes  No

**I. PURPOSE**

This policy delineates the code of ethics for employees of the Office of the State Inspector General (OSIG).

**II. SCOPE**

All OSIG employees: classified, hourly, contracted and interns.

**III. POLICY**

As an employee of the Commonwealth of Virginia and OSIG, staff agree to adhere to the following when acting within the scope of his or her employment:

- Exhibit the highest level of independence and integrity in the performance of all duties.
- Demonstrate a commitment to professionalism and diligence in the performance of all duties.
- Commit to be a responsible steward of public resources.
- Comply with all applicable state and federal regulations.
- Maintain appropriate confidentiality of sensitive information and records obtained by OSIG.
- Dedicate efforts toward earning the respect, trust and confidence of the citizens of the Commonwealth.
- Not record meetings and/or interviews without the knowledge and consent of every executive branch agency employee in attendance. If any attendee indicates that he/she is recording the meeting, each attendee shall document consent in a sworn statement; however, this statement does not apply to administrative activities or criminal investigations as required or authorized by law. OSIG will provide a copy of this sworn statement to all meeting attendees within 24 hours of the meeting conclusion.

**IV. REVIEW DATE**

This procedure shall be reviewed annually and updated no later than April 1, 2022.

*Signature copy on file*

MICHAEL C. WESTFALL  
State Inspector General