

Subject/Topic: Arlington County Code of Ethics

Topic Category: General

Department Lead: Office of the County Manager

Last Revised: 07-30-08

Summary: To ensure the trust and confidence of the public in the administration of government.

Purpose: Ethics are the core of what we do as public stewards. The Code of Ethics defines a foundation of behavior for all Arlington County employees to ensure public trust.

Scope: Applies to all County employees.

Policy Detail: Public officials have an obligation to conduct and model ethical behavior in support of the organization's values, standards and vision. The Arlington County Code of Ethics contains the following core principles of ethical conduct:

- **Personal Integrity –**
 - Be truthful in all endeavors; be honest and forthright with each other and the community.
 - Ensure that no favors, gifts, gratuities or benefits are received for actions taken.
 - Conduct all actions with impartiality and fairness; do not use information, position or affiliation for personal gain.
 - Adhere to conflict-of-interest rules and avoid activities with real or perceived conflicts of interest.
 - Model and foster courage in doing the right thing; take responsibility for all actions.
- **Stewardship Oversight –**
 - Ensure that all actions taken and decisions made are without bias and in the best interests of the community.
 - Honor and fulfill commitments made to the community.
 - Exercise financial discipline and protect entrusted resources.
 - Promote trust, motivate and inspire others, provide guidance and be agents of change.
- **Ethical Treatment of All People –**
 - Treat all persons with dignity and respect.
 - Uphold the constitutional rights of all people with whom we come in contact.
 - Value the diversity in the workplace and community.

As trusted public stewards, all employees are obligated to respect, honor and uphold all federal, state and local laws; regulations, policies and procedures of Arlington County, the Commonwealth of Virginia and the United States.

The Arlington County Code of Ethics is intended to complement, not replace, all professional codes of ethics. Employees must be aware of and abide by their respective professional values and requirements.

Related Information:

- Ethics and political activities in Personnel 2.7
- Modeling Ethical Behavior – Ethical Competencies for Leadership
- [ICMA Code of Ethics](#)
- “Ethics in Local Government: It’s More Than Not Doing Bad Things,” Ron Carlee, County Manager, March 2004.
- Ethics in Public Contracting, Article 9 of the Arlington County Purchasing Resolution

History/Background:

- Revised to include link to Ethics in Public Contracting and reissued by the County Manager, July 30, 2008.
- Authored by Ron Carlee and Shannon Flanagan-Watson, October 30, 2007.
- Revised and reissued by the County Manager, September 29, 2004.
- Arlington County Code of Ethics adopted by the Arlington County Board, October 7, 1961.



July 30, 2008

Approved: _____

Ron Carlee, County Manager

_____ Date