

STATE OF HAWAII

Code of Conduct Employee Certification

Department/Division/Office _____

To be signed by the employee with accounting, auditing, financial reporting, or tax filing for the fiscal year ending _____.

To: _____
(Department Head, Division Head, Agency Head)

I certify that to the best of my knowledge and belief:

1. I have read, understand, and agree to abide by the code of conduct for employees with accounting, auditing, financial reporting, or tax filing duties.
2. I will make a good faith effort to carry out my duties honestly and ethically.
3. In preparing or reviewing financial information or reports, tax filings, or other related financial disclosures, I will, to the best of my ability, provide full, fair, accurate, timely, and understandable data.
4. I will comply with all pertinent policies and procedures, laws, rules, and regulations relating to my job duties.
5. I will cooperate fully with internal, legislative, or external auditors in all areas of their examinations.
6. I will report evidence of any code of conduct violations or significant deficiencies in internal controls to my supervisor or other proper authorities through appropriate agency communication channels.

Signature: _____ Printed name: _____

Title: _____ Date: _____

Retain a signed original of this statement in the employee's personnel file in the department's personnel office.