

## **Code of Conduct Policy – Key Summary Managers, Supervisors and Employees**

### **Code of Conduct Objectives**

Create a values-based ethical framework for employees with accounting, auditing, financial reporting, or tax filing duties to:

- Ensure accountability.
- Provide governance processes.
- Ensure the timely detection of significant internal control deficiencies.
- Ensure the accuracy and reliability of the state's comprehensive annual financial report and other state and federal reports, including tax filings, single audit, and other grant reports.

### **Who the Code Applies To**

- All department/agency heads and management
- Supervisors and employees with material direct or indirect impact on financial information
- Remaining employees at department/agency discretion

### **Key Responsibilities for Managers, Supervisors & Employees**

After reading and becoming familiar with the Code of Conduct and other statutes, your key responsibilities are to:

1. Establish an ethical tone and set standards for behavior (managers & supervisors)
2. Comply with all applicable laws, regulations and policies
3. Act honestly and ethically in carrying out job duties
4. Ensure accuracy and reliability of financial information
5. Report any violations of code
6. Periodically assess effectiveness of internal control systems
7. Cooperate fully with all auditors
8. Certify your knowledge & understanding annually

This summary contains information adapted from the State of Minnesota's Code of Conduct, revised in 2009.