
ETHICS POLICY

Subject: Ethics
Approval: Executive Staff
Code Section/Reference: ORC Chapters 102 & 2921
Owner: Legal

Policy Number: LE-01
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APPLIES TO

OFCC Employees

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

I. General Standards of Ethical Conduct

You must, at all times, abide by Ohio's ethics laws, as found in Chapters 102 and 2921 of the Ohio Revised Code and related statutes, and as interpreted by the Ohio Ethics Commission, Ohio courts, or any other investigative body authorized to interpret such laws.

To foster public confidence in the integrity of the Commission, its processes, and its accomplishments, you must conduct yourself, at all times, in a manner that avoids the appearance of impropriety, favoritism, or bias.

You cannot solicit or accept anything of value, including, but not limited to the following: gifts; food or beverages; social event tickets or expenses; travel expenses; or consulting fees from any person regulated by, doing business with, or seeking to do business with, the Commission. For these purposes, the term "value" means a worth greater than minimal or *de minimis*.

You cannot use your position to obtain improper benefits for yourself, your family, or your business associates.

You cannot accept compensation, other than from the Ohio Facilities Construction Commission, for the performance of your Commission duties or responsibilities.

You cannot accept compensation for personal services rendered on a matter before any state agency, unless you are eligible for a specific legal exemption and file the statement required by law.

You cannot be a party to or beneficiary of a contract with, authorized by, or approved by, the Commission.

You cannot vote on, authorize, or in any way use your position to secure approval of a contract in which you, your family, or your business associates, have an interest.

You cannot use or authorize the use of your name, the names “Ohio Facilities Construction Commission” or “OFCC,” or the Commission’s logo in a manner that suggests impropriety, favoritism, or bias by you or the Commission.

You cannot solicit or accept honoraria for the performance of your Commission duties or responsibilities.

II. Financial Disclosures

The Executive Director, the executive staff, and any other employee as determined by the Executive Director must each file a financial disclosure statement with the Ohio Ethics Commission. The Executive Director will denote which employees are required to file by letter to the Commission’s Chief Ethics Officer and the employee. These individuals must annually file a statement for the previous year on or before the 15th day of April. If hired to fill one of these positions subsequent to the filing deadline, these employees must file a statement within ninety days of employment.

III. Ethics Training

You will attend annual training on Ohio's Ethics Laws.

IV. Penalties

Your failure to abide by this Ethics Policy, or to meet the ethics standards provided by law, will result in discipline, which may include dismissal.