



Minnesota State Academies

615 Olof Hanson Drive, Faribault MN 55021 ~ (507) 384-6602 ~ 1-800-657-3996
www.msa.state.mn.us

CODE OF CONDUCT CERTIFICATION For Executive Branch Agency Heads and Managers

This certification is provided pursuant to Minnesota Management & Budget (MMB) Statewide Operating Policy 0103-01, *Code of Conduct* (and companion operating procedures); and the MSA Employee Code of Conduct (MSA Policy #455).

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

1. I have read, understand, and agree to abide by MMB Statewide Operating Policy 0103-01, *Code of Conduct* (and companion operating procedures); Minnesota Statute 43A.38, *Code of Ethics for Employees in the Executive Branch*; MSA Policy #455; and all pertinent laws, rules, regulations, policies and procedures relating to my job duties.
2. I will perform my state-assigned employment duties honestly and ethically, and to the best of my abilities.
3. I will, within my span of influence and scope of duties, fulfill my responsibilities:
 - a) To set the ethical tone within the organization as the foundation for the agency's internal control structure;
 - b) To ensure a solid ethics program exists that includes appropriate communication mechanisms for employees to report alleged wrongdoings, and internal procedures for investigating such allegations;
 - c) To ensure that an effective internal control system compliant with MMB policies and standards is designed, implemented, and maintained;
 - d) To administer and support training programs so that employees are knowledgeable about relevant and applicable professional standards, laws, regulations, rules, policies, procedures, internal controls, and ethical responsibilities;
 - e) To ensure the agency's code of conduct/ethics related policies and procedures are fully documented and known by all agency employees; and,
 - f) To periodically assess the adequacy and effectiveness of the ethics program and internal control system.
4. I will, to the best of my ability, provide full, fair, accurate, timely, and understandable data for decision making.
5. I will enforce procedures for protecting data classified as *not public data*. Within my span of influence and scope of duties, only people whose work assignments reasonably require access and who have a business reason to do so will be allowed to access *not public data*.
6. I will cooperate fully with internal, legislative, or external auditors in all areas of their examinations.
7. I will report any suspected code of conduct and ethics violations, significant internal control deficiencies, evidence of theft, embezzlement, unlawful use of public funds or property, or any other irregularities/wrongdoings to the appropriate oversight bodies through designated agency communication channels.
8. I will report in writing any evidence of theft, embezzlement or unlawful use of public funds or property to the Legislative Auditor's Office, pursuant to Minnesota Statute 609.456. If applicable as the Chief Executive, Financial, or Information Officer, I will promptly report to the Legislative Auditor any information indicating that government data classified by Minnesota Chapter 13 as "not public" may have been accessed or used unlawfully, pursuant to Minnesota Statute Section 3.971.

Name (Please print): _____

Position Title: _____

Signature _____

Employee ID #: _____ Date: _____

Minnesota State Academies is an Equal Opportunity Employer