



Minnesota State Academies

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CODE OF CONDUCT CERTIFICATION FOR MANAGERS, SUPERVISORS, AND EMPLOYEES

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 perform all assigned internal control-related duties, tasks, and responsibilities to the best of my abilities.
4. I will access records containing not public data only when my work assignment reasonably requires access to the data and only for business-related purposes.
5. I will, to the best of my ability, provide full, fair, accurate, timely, and understandable data for decision-making.
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 my supervisor and/or through appropriate agency communication channels as designated.
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.

Name (Please print): _____

Position Title: _____

Signature _____

Employee ID #: _____ Date: _____