

NORTHERN VIRGINIA TRANSPORTATION AUTHORITY

Policy Number 1 -- Code of Ethics

- I. **Purpose.** The purpose of this policy is to define a foundation of behavior for the Northern Virginia Transportation Authority (NVTA) employees/staff. This official guidance establishes an ethical framework for the actions of executive management, staff members, and jurisdiction staff working on behalf of the NVTA.

- II. **General.** The code is intended to inspire a superior level of conduct, sensitivity, and sound judgment for employees and to complement, not replace all professional codes of ethics. Employees should be aware of and abide by their respective professional values and requirements. Employees must perform their designated function in a manner that reflects the highest standards of ethical behavior. Employees are obligated to respect, honor and uphold the Constitution, laws and legal regulations, policies and procedures of the United States, and the Commonwealth of Virginia.

- III. **Values.** The code of ethics is supported by six core principles that form the ethical foundation of the organization: Honesty, Public Service, Respect, Responsibility, Stewardship and Trust.
 - A. **Honesty.** Be truthful in all endeavors; be honest and forthright with each other and the general public.

 - B. **Public Service.** Ensure all actions taken and decisions made are in the best interest of the general public.

 - C. **Respect.** Treat all individuals with dignity; be fair and impartial; affirm the value of diversity in the workplace and at the NVTA; appreciate the uniqueness of each individual; create a work environment that enables all individuals to perform to the best of their abilities.

 - D. **Responsibility.** Take responsibility for actions; conduct all workplace actions with impartiality and fairness; report concerns in the workplace, including violations of laws, policies, and procedures; seek clarification when in doubt; ensure that all decisions are unbiased.

 - E. **Stewardship.** Exercise financial discipline with assets and resources; make accurate, clear, and timely disclosures; maintain accurate and complete records; demonstrate commitment to protecting entrusted resources.

 - F. **Trust.** Build regard for one another through teamwork and open communication; develop confidence with the public by fulfilling commitments and delivering on promises.

Approved by the Finance Committee: December 5, 2014

Approved by Northern Virginia Transportation Authority: December 11, 2014