



State of New Jersey
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
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**DEPARTMENTAL DIRECTIVE
NUMBER 010.1***

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DMAVA STATE ETHICS POLICY

1. **PURPOSE.** The purpose of this policy is to ensure that all New Jersey Department of Military and Veterans Affairs (DMAVA) employees abide by the NJ Code of Ethics in support of the Department's mission and in the conduct of their duties.

2. **APPLICABILITY.** This policy applies to all State employees of DMAVA. The term employee includes State-contracted individuals and temporary hires of the Department. This policy is not designed to cover all the provisions of the law or all the conflict of interest problems which employees might confront. Rather, it is intended to highlight the major provisions in the law.

3. REFERENCES.

- a. New Jersey State Ethics Commission, 28 West State Street, P.O. Box 082, Trenton, New Jersey 08625-0082, Toll-free hotline, 1-888-223-1355, ethics@ethics.state.nj.us or www.nj.gov/ethics.
- b. New Jersey Conflicts of Interest Law, N.J.S.A. 52:13D-12, et seq.
- c. The State Ethics Commissions, N.J.A.C. 19:61-1.1, et seq.
- d. New Jersey Uniform Code of Ethics.
- e. Plain Language Guide to New Jersey's Executive Branch Ethics Standards, www.nj.gov/ethics/docs/ethics/plainlanguage.pdf.

4. GENERAL STANDARDS OF CONDUCT.

a. The New Jersey Department of Military and Veterans Affairs directs all employees to abide by NJ Code of Ethics in order to foster public trust and confidence and to promote a work environment of dignity and respect for one another. The business of New Jersey must be conducted in a manner intended to assure the citizens of our State that the character and conduct of its officials and employees are above reproach. To achieve this result, the State has ethics rules that are general in nature, as well as rules that deal with very specific situations. All employees are responsible for knowing the major provisions in the laws and rules described in the listed references.

* – *This Departmental Directive supersedes DD 010.1, Code of Ethics, dated 9 February 2009.*

b. Under the general rules, you must not:

1) Have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity, which is in substantial conflict with the proper discharge of your duties in the public interest;

2) Use or attempt to use your official position to secure privileges or advantages for yourself or others; and

3) Act in your official capacity in any matter in which you have a direct or indirect personal financial interest that might reasonably be expected to impair your objectivity or independence of judgment.

c. Specific State ethics requirements:

1) **Exploitation of Official Position.** You may not use your position to secure a job, contract, governmental approval or special benefit for yourself, a friend or family member.

2) **Compensation for Official Duties.** Your paycheck is your only permitted compensation. You may not accept any other compensation for performing your State job.

3) **Gifts and Favors.** You may not accept any gift of more than nominal value related in any way to your official duties.

4) **Attendance at Events: Honoraria, Activities, and Expenses.** You may not be “wined and dined” by people with whom your agency conducts business. You may not accept honoraria. Official travel reimbursements require prior approval from your agency or the Ethics Commission.

5) **Outside Employment, Business Interests and Political Activity.** You must disclose to your agency any outside employment, business interests and political activities, compensated or uncompensated, in which you engage. You must obtain prior approval before commencing any secondary employment or business activity.

6) **Conflicts of Interest.** You may not act in any official matter in which you, your family, or your close friends have a direct or indirect personal or financial interest. Rather, you should recuse yourself and ask someone else to perform the State task.

7) **Prior Business Relationships.** You may not have any involvement in official matters that involve any private sector individual or entity that employed you or did business with you during the one (1) year prior to the commencement of your State employment.

8) **Prohibition on Use of Confidential Information.** You may not disclose confidential information acquired through your position to any unauthorized person.

9) **Nepotism.** You may not hire, promote, or supervise a relative.

11) **Post-Employment Lifetime Restrictions.** After you leave public employment, you may not represent or assist a person concerning a particular matter if you were substantially and directly involved in that particular matter while in State employ. Further, you may not use or disclose any information not generally available to members of the public, gained during the course of your employment.

d. **When in Doubt, Ask!** If you think you have a conflict of interest or are unsure of any of these rules, ask your Ethics Liaison Officer (“ELO”) or the Commission. If you suspect any wrongdoing, report your suspicion. Complaints may be made anonymously to the Commission and are kept confidential. To obtain more information, call the Commission at (609) 292-1892 or 1-888-223-1355, website www.nj.gov/ethics.

5. **TRAINING.** Ethics training is mandatory for all State employees and special State officers.

a. **Initial Ethics Training** – New employees must be trained within sixty (60) days of hire. HR will instruct new employees to take the SEC on-line ethics training program for State employees within 60 days of start date.

b. **Annual Ethics Training** – Full ethics training is required every three (3) years for all employees and most special State officers and is available online. The Commission has separate online training programs for State employees, special State officers, and State college and university faculty and trustees. The training module for State employees is available on both the Commission’s website and the website of the Civil Service Commission, through the Learning Management System (“LMS”).

c. **Ethics Briefing Requirement** – The ethics briefing is mandatory for all employees and State officers in any year in which they do not receive full ethics training. The briefing is available on HRDI’s Learning Management System platform and on the Commission’s website.

OFFICIAL:



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