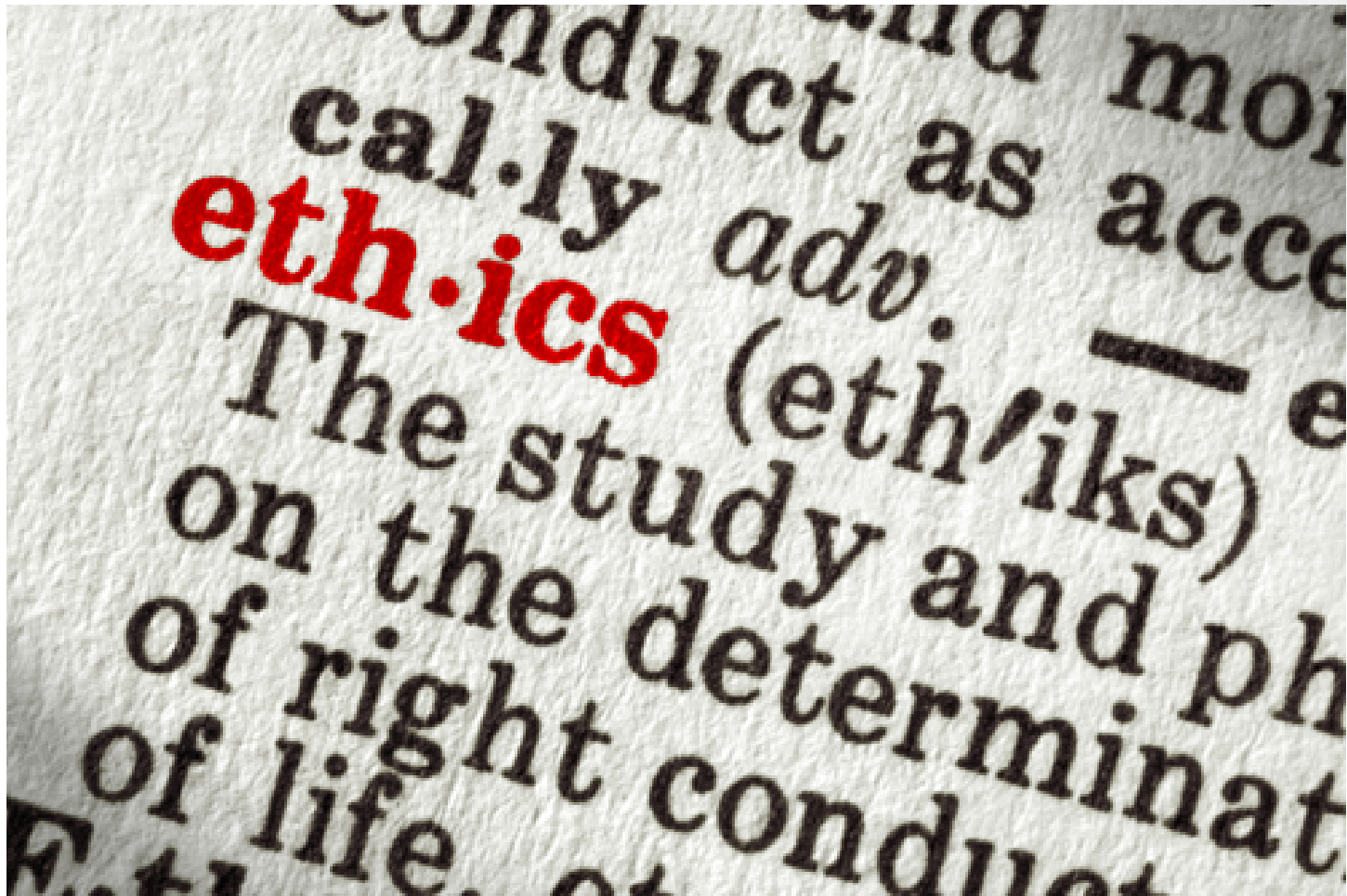


Ethics

The Pirate Code

Before sailing, each crew member must swear to abide by the rules of the code.

1. Everyone shall obey orders.
2. Booty will be shared out as follows: 1 share to every ordinary seaman; 2 shares to the captain; 1 1/2 shares to the first mate; 1 1/4 shares to the gunner.
3. Anyone keeping secret of attempting to desert will be marooned. He may take only a flask of gunpowder, a bottle of water, a gun and one shot.
4. The punishment for hitting a man is 40 lashes on the bare back.
5. Anyone being lazy or failing to clean his weapons will lose his share of booty.
6. Everyone may vote on all important decisions.
7. Everyone may have a share of captured drink and fresh food.
8. Anyone found stealing from another member of crew will have his ears and nose slit open and be set ashore.
9. Gambling with cards and money is forbidden.
10. The penalty for bringing a woman aboard in disguise is death.
11. Any booty lost, buried or seized and later discovered must be shared with the original crew who originally obtained it.
12. The compensation of losing a limb is 800 silver dollars.



2016 Audit Services Annual Training:
Ethics

Arnold Perez
Clark County Auditor's Office



Ethics Training

Topics covered today:

- Awareness
- Ask
- Practice
- Real World Examples From The Feds

Awareness

- What governs your ethical conduct in the workplace?
 - County Policy HR Policy Manual Section 13.1
 - State of Washington **RCW 42.52**
 - Your respective Industry Professional Organizations
- What maintains your knowledge on the subject?
 - Trainings
 - Periodically Reviewing the policies
 - News Headlines

Ask!

- Department Level
 - As managers your employees will come to you for direction on ethical questions.
- County Level
 - There are resources for you to answer employee or your own ethics questions
 - HR (Ethics; Whistleblowers)
 - Audit Services (Fraud & Waste)
 - Prosecutor's Office (Legality Questions)
- State Level
 - Resources on state law and FAQ's

Practice

- Walking the walk, talking the talk
 - How we conduct ourselves matters
- Vendor Interactions
- Customer Service
- Employee interactions

Real World Examples

- The Standards of Conduct Office of the Department of Defense General Counsel's Office
- http://www.dod.mil/dodgc/defense_ethics/
- Encyclopedia of Ethical Failures 2015
- Some cases are humorous, some sad, and all are real

Appearances Matter

- We are in the public eye as a government officials
- Our visibility is increased when operating a **government vehicle**
- **When** and **where** we decide to stop for a meal is a factor of consideration to ensure we avoid the **appearance of impropriety**
- This applies to **ALL** government vehicles.....



Taking the Blackhawk Out for Lunch

Concerned citizen called in after seeing a Blackhawk helicopter parked in a field behind a restaurant

Five service members had stopped for lunch and were enjoying their meal

Soldiers were on a training mission and had properly listed the restaurant stop in their mission plan

Technically they had not violated any regulation but did create an **appearance** of impropriety



Official Government Use Only



- We are entrusted with government equipment, supplies and time
- “De minimus” Negligible, minor personal use of County time and equipment of “minimal or inconsequential value”
- The appropriate minimum is based on reasonable judgement.
- Some activities can blur the lines between reasonable and unreasonable , even during the holidays.....



Holiday Greetings! Military Officer Sent Best Wishes on the Cheap—You Paid!

Senior Military Officer and his wife had subordinate print out, on Government office computer, official cards containing their holiday greeting

They signed

Enclosed in official envelopes with printed labels

Sent about 100 with some overseas marked “Official Business”

This was one of a series of alleged offenses that resulted in the officer being relieved of command and order to forfeit \$1,000



Gifts Among Employees

Many opportunities arise during the year for gift giving

- Birthdays!
- Weddings!
- Babies!
- Retirements!
- Promotions!



Management's participation in the exchange could create issues in :

- Legality
- Tax liability reporting
- And undue burden.....



One Party Too Many

The **Big Boss** was retiring and his **Second-in-command** planned the party. Memo issued, the secretary bring plates utensils and employees contribute \$25.00 for the rest.



I got promoted.

Promotion! **Second-in-command** becomes the **new Big Boss**. His new **branch chief** planned his promotion party. Memo issued, the secretary bring plates utensils and employees contribute \$25.00 for the rest.



Promotion! **Branch chief** becomes the **new Second in Command**. Her **senior analyst** starts planning the promotion party and calls the secretary.



The secretary contacts the Ethics Office

That's not Ethical, That's Criminal!

Employee Faces 10 Years for Theft of Credit Cards

- Following up on two stolen Government credit cards, investigators cut short the entrepreneurial career of a utility worker for the Norfolk Naval Station Public Works Center.
- After stealing the two cards, which were used to gas fleet vehicles, the worker began to offer to fill the tanks of other gas station patrons in exchange for cash valuing half the pump price.
- The worker's popularity was short-lived, however, as investigators quickly noticed the sudden boom at the pumps.
- An internal audit conducted by the Navy revealed that the loss to the Government from the two purloined cards totaled \$44,866.
- The employee faces a maximum sentence of ten years imprisonment and a fine of \$250,000.

Government Employees Double Down on Taxpayer-Funded Gambling

- Two Government employees used their government-issued credit cards to fund their gambling and bowling binge, to the tune of almost \$35,000.
- Unfortunately, gambling was just not enough. One of the employees, a manager, racked up an additional \$13,000 in expenses to cover car rentals for personal use.
- In the end, approximately \$47,000 of the tax payer's money bankrolled the employees' fun and games.
- The manager, spending a total of \$45,000, repaid the debt to the Government and took an early retirement.
- The other employee, spending a total of \$2,400, repaid the debt to the Government and was fired.

Exchanging Contract for Computer Earns Prison Time

- The Facts:
- The director of Respiratory Care at a Veterans Affairs (VA) hospital in Shreveport, Louisiana, agreed to push through a VA contract for a vendor, if the vendor supplied her with a laptop computer.
- The VA Police and Security Service, investigated and discovered this quid pro quo.
- The director was caught and pleaded guilty to soliciting and receiving illegal gifts.
- She was sentenced to 5 months in prison, to be followed by 7 months of home confinement, and ordered to pay restitution of \$904. (Source: Federal Ethics Report, Feb. 2001.)

Ethical Matters; Ethics do Matter

- Awareness
 - Know the policies and regulations
- Ask
 - If you don't know, ask
- Practice
 - Be the example to your staff and customers



Thank You!

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