

OCFO Shared Values



**Government of the District of Columbia
Office of the Chief Financial Officer**



Natwar M. Gandhi
Chief Financial Officer

Dear Fellow Employees,

I am pleased to present to you the Twelve Shared Ethical Values of the Office of the Chief Financial Officer.

We developed this booklet to assist all of us in making ethical work-related decisions in those gray situations we sometimes encounter, when tough choices must be made because there is no obviously or clearly correct outcome.

All of us can be justifiably proud of this document. We distributed the draft of these values at previous annual integrity presentations and encouraged your input and comments. This booklet sets forth our collective vision of how we are to perform our government service with the highest level of ethics and integrity in all situations, not just those enumerated in our Code of Conduct. In coordination with our Code, this will help to guide our decision making as we strive to make the OCFO a model of integrity in government.

Let us all recommit our professional lives to service that does not compromise or take short cuts where our ethics and integrity are concerned.

Sincerely,

A handwritten signature in black ink, appearing to read 'N. Gandhi', written over a large, stylized flourish that extends to the left and loops back to the right.

Natwar M. Gandhi
Chief Financial Officer



OCFO Shared Values

- 1. We are honest**
- 2. We are accountable**
- 3. We do the right thing, not the expedient thing**
- 4. We perform our duties impartially**
- 5. We are professional**
- 6. We keep our commitments**
- 7. We respect others**
- 8. We maintain confidentiality**
- 9. We communicate with candor**
- 10. We report misconduct**
- 11. We respect ourselves**
- 12. We act with integrity**



OCFO Shared Values

What These Mean To Me As An Employee Of The OCFO

1. Being honest: conducting business fairly and straightforwardly

I will conduct the business of the OCFO in an open and forthright manner without deception or evasion of the truth. I will clearly state the results of my work without attempts to mislead, exaggerate, or conceal less than favorable outcomes. I will not craft my work for a self-serving purpose that would deceive my supervisors or the public.

2. Being accountable: accepting responsibility for one's behavior, to include proper compliance with reporting procedures, oversight requirements, and accountability measures

I am solely responsible for my behavior. I am accountable for performing my duties according to the policies and regulations of the OCFO. I will make decisions in compliance with OCFO regulations and I will not seek to bypass or evade the accountability or security measures established for my office and work. I will accept responsibility when I make a mistake. When conflicts exist that I cannot resolve, I will seek appropriate supervisory guidance before continuing.

3. Doing the right thing, not the expedient thing: committing to honest public service that does not tolerate taking short cuts that compromise my integrity or that of my organization

I will perform my duties to the highest standard of integrity and government service. I will adhere to the limits of my authority and the expectations of my supervisors. Whenever there is pressure to take short-cuts that might compromise the integrity of OCFO operations, I will immediately discuss the problem with an appropriate higher authority as required by the OCFO Code of Conduct.



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4. Being impartial: conducting business in a way that is fair to everyone involved

In the course of business, I will treat everyone in a fair and equitable manner, ensuring that not even the appearance of preferential or prejudicial treatment exists. I will ensure that no personal animosity, prejudice, or preference is given to customers, vendors, or others that I meet during the performance of my duties. I will consult with supervisors whenever priorities are in conflict to assure the best possible service to all concerned.

5. Being professional: behaving appropriately and in a way that meets or exceeds standards and performance expectations for the position

I will perform my duties to the best of my ability to ensure that organizational goals are accomplished and will maintain productive business relationships with coworkers, supervisors, and the public. I will assure that my demeanor, dress, and speech are appropriate to the workplace. I will diligently try to complete my work in a timely, accurate, and thorough manner observing the standards and expectations for my position. I will organize my assignments and work to ensure that I set priorities consistent with guidance from my supervisors and with the intention of providing a final work product that is helpful and responsive to those who will receive it.

6. Keeping commitments: delivering what was promised

I will make my best effort to provide quality work products within the agreed time frames. I will keep careful track of my work assignments and set milestones to ensure timeliness. When I first become aware that an expected work assignment will not be delivered in the time promised, I will advise my supervisor so that all who are affected can be informed. I will not promise to deliver work in a time period that I know I cannot meet. When priorities conflict, I will advise my supervisor immediately.

A vertical graphic on the left side of the page. It features a grayscale background image of a classical building with columns and a pediment. Overlaid on this image is the text "OCFO Shared Values" in a large, bold, black serif font. The text is oriented vertically, reading from bottom to top. The letters "OCFO" are larger than "Shared Values".

OCFO Shared Values

7. Respecting others: recognizing the basic human dignity in all people

I will treat all persons with respect and patient consideration, always remembering that my career field is public service. I will practice the self-discipline necessary to allow others to interact with me in the manner they prefer to the greatest degree possible. I will not insist that they do it my way or not at all. I will provide the necessary service to assist those who need my help.

8. Maintaining confidentiality: preventing unauthorized disclosure of official business matters

I will respect and preserve the privacy of all matters associated with the performance of my duties. I will report all unauthorized disclosures of confidential information whether intentional or accidental. I will adhere to the restrictions on, and expected use of, the information I become aware of in the course of my duties and will ensure that I do not use the material for any but its intended purpose. Under no circumstances will I use any such information for personal gain. I will promptly report suspicion of any such misuse by others to my supervisor or appropriate investigative authority.

9. Communicating with candor: expressing oneself in an unreserved, honest, sincere fashion

I will provide open, forthright communication to the public, coworkers, supervisors, and all others. I will make a conscious effort to be accurate, factual, and candid when describing the results of my work and will guard against withholding pertinent information or crafting my communication in a manner to lead to false or erroneous conclusions. I will truthfully report both favorable and unfavorable outcomes of my work to those who have a need to know. I will not improperly withhold information from supervisors, decision-makers, or the public that is pertinent to an issue in question.

10. Reporting misconduct: advising the appropriate managerial or investigative authority of improper activity or misconduct in the workplace

I recognize my duty to report improper activity or misconduct in the workplace as soon as I become aware of it. I realize that this is critical to maintaining public confidence in the integrity of the OCFO and that it is every employee's responsibility to report such violations. I will maintain a copy of the OCFO Code of Conduct and keep myself informed of the contents. Whenever I suspect misconduct in violation of the Code of Conduct, District of Columbia regulations, or law; I will report it to the appropriate authority.

11. Respecting self: having regard for one's own standing or position

I recognize that I am an important part of the OCFO staff and that what I do has an impact on the success or failure of OCFO activities. I will maintain and enhance my reputation with my supervisors, coworkers, and the public by producing quality work and observing high standards of integrity. I will set appropriate goals and expectations for myself with respect to my work and my ethics. I will not let others persuade me to do what I believe is wrong. I will take pride in my work and my relationships with coworkers, supervisors, and the public. I will do what I can to make the OCFO a place where I am proud to work.

12. Acting with integrity: firmly adhering to moral values

I will perform my duties with integrity. Integrity can be defined as doing the right thing even when no one is watching. In other words, I will walk the talk of the OCFO shared values. If I find a way around the system, such as a hole in the software that doesn't do the appropriate accounting routine, I will notify my managers so that it can be fixed. If someone loses property, and I find it, I will turn it in. If someone gives me credit for something I didn't really do, I will make sure that the appropriate person gets the credit.



You may leave questions or comments concerning these shared values at our website, <http://cfo.in.dc.gov/> then click on Ethics and Integrity.

Contacts:

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