CONNECTICUT
Workforce Strategy

OFFICE OF WORKFORCE STRATEGY ETHICS STATEMENT
(last revised April 2025)

The Office of Workforce Strategy ("OWS" or the "Agency") is an independent state agency charged with influencing and operationalizing the statewide strategy for workforce with the support of the Governor's Workforce Council and related agency and statewide stakeholders. The Chief Workforce Officer is the department head of OWS pursuant to Connecticut General Statutes § 4-124w(b).

This ethics statement was prepared in accordance with Connecticut General Statutes § 1-83(a)(2) and its purpose is to clearly define the Agency's ethics policies for all of its employees.

OWS Ethics Policy

1. All OWS employees are to comply with the Code of Ethics for Public Officials as set forth in Connecticut General Statutes §§ 1-79 through 1-90a, as may be amended from time to time (the "Code"), which prescribes proper conduct for state employees and officials in the discharge of their employment. All OWS employees must review the Office of State Ethics' Public Officials and State Employees Guide to the Code of Ethics, available at the following link: https://portal.ct.gov/-/media/ethics/guides/currently-posted-guides/public-officials-and-state-employees-guide-rev-november-2021.pdf?rev=7b8af18b1a6e448092f29682a98cf56d&hash=CA163EF58368FCD051112AF718960218

2. In addition to the provisions of the Code, OWS expects all employees to adhere to the following:

    a. No OWS employee shall willfully or knowingly use or distribute state equipment, state assigned vehicles, state identification or badges, or any other state supplies or materials for any purpose not directly connected to official state business.

    b. No OWS employee shall use or distribute Confidential Information at or in the Agency's possession except when directly connected to the administration of OWS services and activities and only to persons authorized to receive such information. "Confidential Information" refers to any information that is not generally available to the public and includes information in any form (written, recorded, computerized, verbal, etc.). If the employee is unsure whether certain information is considered confidential, they should ask their supervisor prior to releasing such information.

    c. No OWS employee shall use or distribute Personally Identifiable Information ("PII") at or in the Agency's possession except when directly connected to the administration of OWS services and activities and only to persons authorized to receive such information. PII refers to any information maintained by the State about an individual that can be used to

distinguish or trace an individual's identity, such as full name, social security number, date and place of birth, mother's maiden name, or biometric records, and any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information. If the employee is unsure whether certain information is considered PII, they should ask their supervisor prior to releasing such information.

d. No OWS employee shall use their position at OWS to enable themselves, family members or friends to benefit from a program or service directly or indirectly funded by OWS where an identical benefit or opportunity is not open, available, or provided to the general public.

e. No OWS employee shall allow any employment or enterprise to take precedence over their responsibility to the State of Connecticut and to OWS.

f. No OWS employee shall allow any personal relationship or private obligation to impact such employee's professional judgment or obligation to carry out their duties for the benefit of the State of Connecticut and OWS.

g. If OWS will be auditing, investigating or inspecting an individual, or an entity owned or managed by an individual, with whom an OWS employee has a friendly and not familial relationship, such OWS employee shall notify their direct supervisor as soon as the relationship is identified. In the case of the Chief Workforce Officer, the Chief of Staff shall be notified. An employee with a potential conflict based on a preexisting relationship who intends to audit, investigate, or inspect such individual or entity must receive written approval from their direct supervisor prior to auditing, investigating, or inspecting after the potential conflict is identified. Please see sections 1-85 and 1-86 of the Code for conflicts arising from familial relationships.

h. If OWS receives a response to a request for proposal or submission of a grant application from an individual, or an entity owned or managed by an individual, with whom an OWS employee has a friendly and not familial relationship, such OWS employee shall notify their direct supervisor as soon as the relationship is identified. In the case of the Chief Workforce Officer, the Chief of Staff shall be notified. An employee with a potential conflict based on a preexisting relationship must receive written approval from their direct supervisor prior to involvement in the decision to award the contract or grant. Please see sections 1-85 and 1-86 of the Code for conflicts arising from familial relationships.

i. No OWS employee should play any role in the Agency's hiring, promotion, demotion, or other personnel action affecting their relative (defined to include their father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, wife, husband, domestic

partner, grandmother, grandfather, grandson, granddaughter, father-in-law, mother-in-law, sister-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother or half-sister).

j. OWS employees shall comply with the Acceptable Use of State Systems Policy set forth by the Connecticut Office of Policy and Management.

The foregoing policies apply to all OWS employees and it shall be the responsibility of each employee to be familiar with them and to comply with them. Employees who do not comply with the above policies or who are found to have violated the Code of Ethics for Public Officials, Connecticut General Statutes §§ 1-79 to 1-90a, as may be amended, may be subject to disciplinary action up to and including dismissal from state service.

Questions

Questions concerning the OWS Ethics Policy may be directed to:

Lindsey P. Leung, Ethics Liaison Officer
Office of Workforce Strategy
450 Capitol Avenue
Hartford, CT 06106
email: lindsey.leung@ct.gov
telephone: (860) 830-6445

Questions concerning the State Code of Ethics for Public Officials and State Employees may be directed to:

Office of State Ethics
165 Capitol Avenue, Suite 1200
Hartford, CT 06106
email: ethics.code@ct.gov
telephone: (860) 263-2400