



INTERNAL SECURITY STANDARDS FOR LABOR DEPARTMENT EMPLOYEES

We as public employees are vested by the people of Connecticut with a trust and responsibility requiring the highest ethical standards. Employees of this Agency must continually strive to maintain the respect and confidence of the public. The following code of ethics is intended to insure that the highest standards of conduct are observed.

1. Participating in any case in which you are an interested party. You will be presumed to be an interested party in cases involving relative (both natural and martial), personal friends, and private business associates.
2. Requesting or accepting any gratuity, reward, or other consideration in return for the performance of your official duties.
3. Divulging confidential information obtained in the performance of your work to any person, except when it is required and authorized by law in the performance of assigned duties.
4. Performing or soliciting to perform any private service outside of the agency which will impair your independence of judgment as to official duties, require or induce disclosure of confidential information gained in state service, or otherwise create a conflict of interest between your private interests and assigned responsibilities.
5. Improperly claiming unemployment benefits.
6. Intentionally manipulating any agency payment system in any manner not prescribed by agency procedure, unless approved by your supervisor.
7. Obtaining information through the computer terminal or other means for any purpose other than official business.
8. Divulging individual or agency computer passwords codes to any individual unless authorized to do so by your department head or internal security.
9. Removing source documents from the work place, or storing claimant, applicant, or employer records, within your desk or in any other place unless it is within your uauthorized responsibilities.

10. Altering or destroying agency documents.

11. Tracing, attempting to duplicate, or otherwise forging a claimant's applicant's, employer's or co-worker's signature.

12. Assisting or encouraging an Unemployment comepnasation claimant, Job Service Applicant or employer to take any dishonest or illegal actions with the intent of improperly affecting the status of a claimant, applicant or employer in any way.

13. Using or removing from the work place agency property, equipment or office supplies (stationary, pre-stamped envelopes), or using agnecy phones to make personal toll calls.

14. Knowling becoming involved in any scheme, plan or activity with the intent to commit fraud or extortion against the state or any employee or claimant; causing improper or unnecessary processing of accounts; or otherwise purposely attempting to disrupt the timely function of the agency.

15. Investigating suspected fraud unless it is within your assigned duties. You must report any suspected internal fraud to your supervisor or the Internal Security Unit.

EMPLOYEE NAME

DEPARTMENT

DATE

I certify that I have ready, understand and have received a copy of the Interl Security Standards. I acknowledge that violation of the above standards and/or certain State Laws can result in disciplinary action including dismissal and possible criminal prosecutions.

SOCIAL SECURITY NUMBER

EMPLOYEE'S SIGNATURE

CC: File