ARIZONA Department of Emergency and Military Affairs POLICY LETTER	POLICY LETTER NO. 10.21	
	DATE 1 FEB 2014	OPR DEMA-TAG
SUBJECT: Code of Ethical Conduct	REGULAR POLICY LETTER DISTRIBUTION (POLICY LETTER 10.01)	

1. Integrity and Honesty: Members of this Agency do what is right, legally and morally, regardless of whether someone is watching.

2. Responsible Leadership: Leaders within this Agency shall responsibly manage those areas within the scope of their supervisory control.

3. Open Lines of Communication: We must have an environment in which Members may ask questions or report violations of this Code or applicable laws or regulations without fear of reprisal. Most issues can and should be resolved at the lowest supervisory level and Members are encouraged to utilize supervisors' and commanders' open door policies to voice concerns. Members shall disclose credible allegations of waste, fraud, abuse, and corruption to appropriate authorities within the Agency.

4. Dedication to Equal Opportunity: Members shall adhere to all applicable laws, regulations, and policies that provide equal opportunity for all individuals regardless of race, color, religion, sex, national origin, age, or disability.

5. Inappropriate Relationships: Members shall avoid personal relationships with other Members that are prohibited by regulations or that are, or appear to be, exploitive or coercive in nature or those that create an actual or clearly predictable adverse impact on discipline or morale.

6. Protection of Agency Records and Information: Members must adhere to established laws, regulations, and procedures regarding the release of Agency records and information, including personal information. Further, while any Member may speak to the media, only designated individuals may speak on the Agency's behalf.

7. Fiscal Responsibility: Members shall protect and conserve Federal and State property and financial resources and shall not use them for other than authorized purposes.

8. Conflicts of Interest: Members shall not use their official position for private gain and shall avoid conflicts of interest, whether actual or potential. Additionally, Members involved in the procurement process must work to preserve the integrity of the government contracting process at the state and federal levels.

9. Safety and Health: Members must comply with federal and state health and safety laws and regulations. All Members regardless of position or rank are responsible for correcting coworkers when unsafe acts or hazardous conditions are observed and they must inform their supervisor if the unsafe act or condition continues.

10. Avoiding the Appearance of Impropriety: Members shall endeavor to avoid any actions creating the appearance that they are violating the law or ethical standards.

MICHAEL T. MCGUIRE
Brigadier General, AZ ANG
The Adjutant General