

From: Stacey Suber-Drake
Sent: Tuesday, December 20, 2016 12:00 PM
To: DOE Users; State School Users
Subject: Ethical Obligations Reminder – Response Required by January 31, 2017

MEMORANDUM

TO: All Georgia Department of Education Employees
FROM: Stacey Suber-Drake
Interim General Counsel and Chief Ethics Officer
DATE: December 20, 2016

Ethical Obligations Reminder – *Response Required by January 31, 2017*

As we come to the end of the year, as Interim Chief Ethics Officer, I would like to remind you of the ethical obligations that govern our work here at the Georgia Department of Education (“GaDOE”). GaDOE expects you to conduct your duties consistent with the highest ethical standards avoiding even the appearance that your actions are motivated by private or personal interest. It is expected that you report all ethical improprieties to GaDOE’s Chief Ethics Officer.

Attached to this memorandum are five documents for your review: (1) the Governor’s Executive Order on Ethics, (2) the statutory Code of Ethics for Government Service, (3) GaDOE’s “Code of Ethics” policy, (4) GaDOE’s “Gifts and Favors” policy, and (5) O.C.G.A. §§ 45-10-20 to 45-10-28 (Georgia’s conflict of interest laws). Please remember that failure to honor these ethical requirements may result in disciplinary action, up to and including termination, and possible criminal prosecution.

Also attached is a document regarding data security, titled “Certificate of Non-Disclosure.” You are required to sign this document. *Please note that if you have access to and disclosure of confidential data, there are training requirements outlined in the “Certificate of Non-Disclosure”.*

Finally, please remember that if you or your family has a business that transacts business with the State or any of its agencies or entities, you may be required to file a “State Business Transaction Report” by January 31, 2017. Please visit the [Georgia Government Transparency and Campaign Finance Commission’s website](#) for additional information.

By signing a printed copy of this email memorandum (Attachments 1-5 are not needed), you are attesting to the fact that you have received, reviewed, and agreed to abide by the above-referenced documents and that you are unaware of any violations of these requirements. You will also need to print out the attached “Certificate of Non-Disclosure” and sign it. *Please return a signed copy of this email memorandum and the signed “Certificate of Non-Disclosure” to your Deputy Superintendent’s administrative assistant or designee for placement in your official personnel file by January 31, 2017.*

If you are aware of an ethics violation, including improper data use or release, or if you have any questions regarding ethical requirements, please do not hesitate to contact me by telephone at (404) 463-1725 or by email at sdrake@doe.k12.ga.us. As always, thank you for your public service.

Attested by:

Signature: _____



Date: _____

01.12.17

Printed Name: _____

Anderson - Johnson, Ebon

Attachments:

- (1) Employee Code of Conduct/Governor’s Executive Order
- (2) Code of Ethics for Government Service
- (3) GaDOE’s Code of Ethics Policy
- (4) GaDOE’s Gifts and Favors Policy
- (5) Georgia’s Conflict of Interest Laws
- (6) Certificate of Non-Disclosure