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# EXECUTIVE ORDER

## EXECUTIVE DEPARTMENT CODE OF ETHICS

Pursuant to the authority vested in the Office of the Governor of the State of Colorado, I, Bill Owens, Governor of the State of Colorado, hereby issue this Executive Order adopting the following Executive Department Code of Ethics.

### 1. Purpose

Public confidence in the integrity of state government demands that public officials demonstrate the highest ethical standards at all times. Those who serve the people of the State of Colorado as public officials should do so with integrity and honesty, and should discharge their duties in an independent and impartial manner. At the same time, qualified individuals should be encouraged to serve in state government and have reasonable opportunities with all citizens to develop private economic and social interests. This Executive Order strives to accomplish these ends by providing standards by which the conduct of all who serve in the Executive Department of the State of Colorado can be measured.

### 2. Code of Ethics

All elected officers, appointees and employees of the Executive Department:

- (a) Shall serve the public with respect, concern, courtesy and responsiveness;
- (b) Shall demonstrate the highest standards of personal integrity, truthfulness and honesty and shall through personal conduct inspire public confidence and trust in government;
- (c) Shall not use public office to bestow any preferential benefit to anyone related to the officer, appointee or employee by family, business or social relationship;
- (d) Shall not disclose or use or allow others to use confidential information acquired by virtue of state employment for private gain;
- (e) Shall not accept any compensation, gift, payment of expenses or any other thing of value which would influence him or her to depart from the faithful and impartial discharge of his or her duties;

- (f) Shall not accept any compensation, gift, payment of expenses or any other thing of value as a reward for official action taken;
- (g) Shall not engage in outside employment unless: (1) the outside employment is disclosed to the Governor or, in the case of an employee, the employee's immediate supervisor; and (2) the outside employment does not interfere with the performance of state duties;
- (h) Shall not use state time, property, equipment or supplies for private gain;
- (i) Shall not knowingly engage in any activity or business which creates a conflict of interest or has an adverse effect on the confidence of the public in the integrity of government;
- (j) Shall carry out all duties as a public servant by exposing corruption or impropriety in government whenever discovered;
- (k) Shall support equal access and employment opportunities in state government for all citizens of the State of Colorado;
- (l) Shall comply at all times with the standards of conduct set forth in title 24, article 18 of the Colorado Revised Statutes.

3. Certification of Review and Compliance

"Principal departments" in this section 3 has the meaning set forth in section 24-1-110 of the Colorado Revised Statutes.

- (a) All heads of principal departments and senior staff members of the Governor's Office shall submit to the Board of Ethics, within 30 days of initial employment, a certificate signed under oath in the form attached as Exhibit A verifying that they have read and intend to abide by this Executive Order.
- (b) All heads of principal departments and senior staff members of the Governor's Office shall submit to the Board of Ethics, within 30 days of initial employment, and on or before January 30 of each year, a Conflicts Disclosure Statement in the form attached as Exhibit B. Additionally, all heads of principal departments and senior staff members shall amend their annual Conflicts Disclosure Statement not more than 30 days after any conflict of interest arises.
- (c) All heads of principal departments and senior staff members of the Governor's Office shall submit to the Board of Ethics, on or before

January 30 of each year, a Disclosure of Gifts and Benefits Statement in the form attached as Exhibit C.

4. Board of Ethics

Pursuant to section 24-18-112 of the Colorado Revised Statutes, there shall be a Board of Ethics for the executive branch consisting of five board members to be appointed by and to serve at the pleasure of the Governor. The Board of Ethics shall:

- (a) Comment, when requested by the Governor, on each proposed gubernatorial appointment, including the heads of the principal departments and the senior members of the Governor's office based upon the provisions of title 24, article 18 of the Colorado Revised Statutes;
- (b) Upon written request of the Governor, review complaints of any violation of the provisions of title 24, article 18 of the Colorado Revised Statutes by an elected officer, appointee or employee of the Executive Department;
- (c) Make written recommendations to the Governor concerning his requests; and
- (d) Review appeals brought before the Board of Ethics pursuant to section 24-30-1003 of the Colorado Revised Statutes.

5. Past Executive Orders Superseded and Replaced

The Executive Order of September 30, 1988 concerning ethics in the executive branch of government, as well as all previous Executive Orders concerning ethics in the executive branch, are hereby superseded and replaced by this Executive Order.

GIVEN under my hand and the  
Executive Seal of the State of Colorado  
This 15<sup>th</sup> of January, 1999.

Bill Owens  
Governor