



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTOR'S POLICY

DP 500-06
June 29, 2018

Office of General Counsel
OPR: DeCA/CCG

SUBJECT: Business Ethics Program

1. PURPOSE. This Director's Policy (DP) sets forth the Defense Commissary Agency's (DeCA) guidance on the Department of Defense's (DoD) Core Values of Duty, Integrity, Ethics, Honor, Courage, and Loyalty. The DP supersedes DP 500-06, dated July 27, 2011.

2. POLICY.

a. As a Federal employee, we have a responsibility to act ethically in everything that we do. This is a two pronged responsibility. First, each employee is required by statute to abide by the Standards of Conduct (also known as Ethics). We provide training to our new employees on the Standards of Conduct and have numerous training modules in resident classes and online for refreshers. Second, employees have a responsibility to adhere to the business ethics of following a morally correct path. In our personal life, this ethical responsibility may be to our family, friends or other loved ones. As DeCA employees, we have an ethical responsibility to those we serve. If we don't police ourselves, someone else will. Then, we will have failed not only the Agency, but the men and women in uniform, their families, and the retirees that we are here to serve. I will not let that happen. Remember, trust is everything and there is very little that will damage trust more than a cavalier attitude toward ethical responsibilities. We must all first set the example in ethical conduct and accountability, then be willing to hold accountable those who choose to "look the other way."

b. Next, we must be as transparent as possible in all our dealings with patrons, industry, and our fellow employees. We must do the right thing each and every time. Special favors or privileges shall never be given to anyone, nor may special favors or privileges be sought for ourselves, family members, or friends. This would not only run afoul of the business ethics rules but also the standards of conduct. Appearance is everything and we must ensure that our actions are consistent with the American public's expectations. We must never jeopardize our primary mission – serving the men and women in uniform!

3. RESPONSIBILITIES.

a. All DeCA employees shall:

(1) Pledge to abide by DoD's Core Values of Duty, Integrity, Ethics, Honor, Courage, and Loyalty.

(2) Read and comply with the attached 14 Principles of Ethical Conduct.

(3) Consult with their supervisors and ethics officials on general questions regarding the applicability of the standards of conduct regulations. On specific matters, and for guidance on questions of conflict of interest, employees are strongly encouraged to seek the advice and guidance of their ethics officials.

b. Executive Directors, senior leaders, managers, and supervisors have the added responsibility to lead by example. They do not overlook or avoid "ethics" to meet an organizational goal. Leaders must encourage ethical conduct in the daily activities of their employees and foster frank and open communication with those employees they supervise, free from the fear of reprisal. Leaders are also expected to provide guidance on how to avoid ethical problems and take appropriate actions to correct ethical deficiencies and violations.

4. APPLICABILITY. This DP applies to all DeCA activities and all DeCA personnel. This DP assigns responsibility for accomplishing the requirements of DoD Publications program, in accordance with DoDI 5025.01.

5. RELEASIBILITY. Cleared for public release. This DP is available on DeCA's internet website at www.commissaries.com.

6. EFFECTIVE DATE. This Policy is effective immediately.



Robert J. Bianchi
Director

PRINCIPLES OF ETHICAL CONDUCT

1. Public Service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.
2. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
3. Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
4. An employee shall not, except as [provided for by regulation], solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
5. Employees shall put forth honest effort in the performance of their duties.
6. Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
7. Employees shall not use public office for private gain.

8. Employees shall act impartially and not give preferential treatment to any private organization or individual.
9. Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
10. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.
11. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
12. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those—such as Federal, State, or local taxes—that are imposed by law.
13. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
14. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or ethical standards. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.