



# CODE OF ETHICS: HHSA CONTRACTOR REQUIREMENTS

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Agency Compliance Office

County of San Diego – Health and Human Services

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## DISCLAIMER

This slide deck is intended as a resource to assist HHSA contractors with common topics related to their contractual requirements. This slide deck is not intended to be a comprehensive set of contract requirements nor legal advice. For a comprehensive description of your contractual requirements, review your contract language.



## WHAT IS IT?

- A code of ethics ('Code') is a guide of principles designed to help workforce members conduct business honestly and with integrity
- The Code outlines the ethical principles that govern decisions and behavior at the organization and links these principles to standards of professional conduct
- Workforce members are expected to be aware of, and behave in accordance with their organization's Code and support an environment that nurtures and encourages ethical conduct



## WHAT ARE CONTRACTORS' REQUIREMENTS?

- Contractual requirements related to the Code are typically found in the County contract template, section 8.19
- Contractors need to:
  - Train their workforce members on the Code
    - 'Workforce members' include:
      - Positions paid by the contract, including those paid through indirect funds or overhead
      - Those with access to County clients or County client data, even if the position is unpaid
  - Have workforce members certify that they have received training and were given the chance to ask questions
  - Maintain certifications and records related to their workforce members' training
  - Pass down these requirement to all subcontractors, consultants, and other agents



## WHERE CAN I FIND A CODE OF ETHICS?

- Contractors are expected to develop and implement their own Code
- The County of San Diego has a Code of Ethics, found here: <https://www.sandiegocounty.gov/cao/docs/elspstmt.pdf>
- The County of San Diego, Health and Human Services Agency has a Code of Conduct, found here: [https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/sd/compliance/compliance-policies-and-procedures/code\\_of\\_conduct.pdf](https://www.sandiegocounty.gov/content/dam/sdc/hhsa/programs/sd/compliance/compliance-policies-and-procedures/code_of_conduct.pdf)



## MORE QUESTIONS? ASK US!

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