



PUBLIC POLICY No.: WIOA-01-2018

DATE: AUGUST 10, 2013

SUBJECT: PUBLIC POLICY ON THE CULTURE OF ETHICS AND ORGANIZATIONAL VALUES

REFERENCE: GOVERNMENT ETHICS LAW

I. INTRODUCTION

The Manatí/Dorado Local Workforce Development Area is a Local Investment Area under the statutes of the Workforce Innovation and Opportunity Act (WIOA, P.L. 113-128). Its main function is to promote training and employment activities for the benefit of the population segments that are eligible to receive services under the parameters of the aforementioned legislation.

In order to effectively carry out the responsibilities delegated to it as a public entity, the Local Area must promote a public policy of total commitment to the basic principles of moral and ethical responsibility that characterize an organized society and whose daily functioning occurs under the rules and principles of citizenship that govern the general conduct of its segments of the population.

As part of the general efforts developed in the government sector to promote and preserve the integrity of public officials and instrumentalities in the Government of Puerto Rico, the Local Area promotes and guarantees respect for the law and obedience to the law. This mission is fundamental, particularly when it comes to the conduct of those public officials who represent it as servants, as well as when it comes to the suppliers who provide services to the organization.

II. PUBLIC POLICY STATEMENT

The Manatí/Dorado Local Workforce Development Area is fully committed to the basic principles of ethical behavior of excellence. As part of its organizational values, we promote in our employees, officers, suppliers and contractors a serious and committed behavior with morals and integrity, as well as an honest and respectful management of the public assets we are responsible for administering.

III. ORGANIZATIONAL CULTURE

The culture of the Manatí/Dorado Local Workforce Development Area, as a governmental organization, is governed by the principles of total quality, commitment, integrity and excellence in the administrative, programmatic and operational activities carried out under the auspices of the funds delegated to it. The performance of all officers, employees, providers and contractors of the Local Area must be developed within the parameters of ethics and conduct promoted by the organization, as well as the rules and regulations applicable to their respective areas of work. They

are required to function with total integrity in the performance of their responsibilities and to be a model and example for all the community and population segments we serve.

IV. INTERNAL PROCESSES ESTABLISHED TO PROMOTE THIS ETHICAL CULTURE

A. Constitution, composition and swearing in of the Government Ethics Committee in compliance with the requirements of the Government Ethics Act of Puerto Rico and the Regulations on Programmatic Matters of the Office of Government Ethics of Puerto Rico.

B. Delivery of a physical copy or digitalized copy of the Governmental Ethics Act of Puerto Rico and the Regulations on Programmatic Matters of the Office of Governmental Ethics of Puerto Rico to all officers, employees, suppliers and contractors of the Local Area.

C. Inclusion of specific clauses related to general ethical aspects in professional services, consulting and service provider contracts.

D. Annual Government Ethics Week Celebration.

E. Establishment of a continuing education program for officers and employees related to the conduct, culture and values of governmental and institutional ethics.

F. Each Local Area officer and employee shall take a minimum of twenty (20) hours of training every two (2) years.

G. Filing of Annual Financial Reports of management officials with the Government Ethics Office.

V. REPEAL

This public policy supersedes the public policy approved on December 14, 2005, and any other public policy, rule, memorandum, procedure, letter or part thereof that was in effect prior to the approval hereof or that conflicts with the one approved hereunder.

VI. APPROVAL

Signed and approved today, April 10, 2019, in Barceloneta, Puerto Rico.

SIGNED

Mr. Erasmo Rafael Lamberty
President
Local Workforce Development Board

SIGNED

Hon. Wanda Judith Soler-Rosario
President
Board of Directors of Mayors