



## Office of the City Auditor Policies and Procedures

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**Number:** 6.4.1**Title:** Code of Ethics

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**Original Date:**

02/06/2003

**Revision Date:****Approved by:**

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**I. Policy**

All staff shall abide by the Office of the City Auditor's Code of Ethics.

**II. Purpose**

The purpose of this policy is to guide the ethical conduct and promote an ethical culture in the Office of the City Auditor (OCA).

**III. Definitions**

None

**IV. Procedures**

- A. Upon employment with OCA, each staff member shall review the Code of Ethics and sign a statement agreeing to abide by its contents. (Code and statement included at the end of this policy.)
- B. The signed statement shall be filed in the employee's personnel file.

**V. Responsibilities**

The **Human Resources Assistant** is responsible for distributing the statement to staff, obtaining signatures, and filing the document.

## Code of Ethics

### INTRODUCTION

The purpose of the *Code of Ethics* is to promote an ethical culture in the profession of internal auditing. A code of ethics is necessary and appropriate for the profession of internal auditing, founded as it is on the trust placed in its objective assurance about risk management, control, and governance.

### APPLICABILITY

This *Code of Ethics* applies to both individuals and entities that provide internal auditing services. The fact that a particular conduct is not mentioned in the Rules of Conduct does not prevent it from being unacceptable or discreditable.

### PRINCIPLES

Internal auditors are expected to apply and uphold the following principles:

#### **Integrity**

The integrity of internal auditors establishes trust and thus provides the basis for reliance on their judgment.

#### **Objectivity**

Internal auditors exhibit the highest level of professional objectivity in gathering, evaluating, and communicating information about the activity or process being examined. Internal auditors make a balanced assessment of all the relevant circumstances and are not unduly influenced by their own interests or by others in forming judgments.

#### **Confidentiality**

Internal auditors respect the value and ownership of information they receive and do not disclose information without appropriate authority unless there is a legal or professional obligation to do so.

#### **Competency**

Internal auditors apply the knowledge, skills, and experience needed in the performance of internal auditing services.

### RULES OF CONDUCT

#### **1. Integrity**

Internal auditors:

- 1.1 Shall perform their work with honesty, diligence, and responsibility.
- 1.2 Shall observe the law and make disclosures expected by the law and the profession.
- 1.3 Shall not knowingly be a party to any illegal activity, or engage in acts that are discreditable to the profession of internal auditing or to the organization.
- 1.4 Shall respect and contribute to the legitimate and ethical objectives of the organization.

#### **2. Objectivity**

Internal auditors:

- 2.1 Shall not participate in any activity or relationship that may impair or be presumed to impair their unbiased assessment. This participation includes those activities or relationships that may be in conflict with the interests of the organization.
- 2.2 Shall not accept anything that may impair or be presumed to impair their professional judgment.
- 2.3 Shall disclose all material facts known to them that, if not disclosed, may distort the reporting of activities under review.

**3. Confidentiality**

Internal auditors:

3.1 Shall be prudent in the use and protection of information acquired in the course of their duties.

3.2 Shall not use information for any personal gain or in any manner that would be contrary to the law or detrimental to the legitimate and ethical objectives of the organization.

**4. Competency**

Internal auditors:

4.1 Shall engage only in those services for which they have the necessary knowledge, skills, and experience.

4.2 Shall perform internal auditing services in accordance with OCA-adopted standards.

4.3 Shall continually improve their proficiency and the effectiveness and quality of their services.

This Code of Ethics has been adapted from the Institute of Internal Auditor's Code of Ethics.

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I have read the Code of Ethics and agree to abide by its contents.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_