

## INTERNAL CONTROLS COMMUNIQUÉ

Div. of Military &  
Naval Affairs

Internal Control  
MNAG-IC

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**Ethics** is the topic of this newsletter. An ethical culture stems from the employees of an organization making decisions based on integrity. Ethical behavior makes up a wide range of requirements and is governed under the New York State Public Officers Law.



The Public Officers Law regulates state employees who are paid, full or part time, or temporary. It regulates what you can and cannot do during and after work hours and post employment.

### What is your role in the ethical climate at DMNA?

- Being accountable and taking responsibility for your actions
- Managers establishing acceptable behaviors and leading by example of those demanded behaviors
- Doing the right thing when facing ethical dilemmas
- Taking ethics training every three years
- Reporting honoraria annually to Legal Affairs, MNLA
- Reporting outside activities to State Human Resources MNHS



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**Did you know** that as a State employee you cannot accept **gifts** from vendors, lessees, or contractors?

### If you want more information....

- r Visit the Commission on Public Integrity's website at [www.nyintegrity.org](http://www.nyintegrity.org)
- r Contact DMNA's Ethics Officer, Mr. Robert Conway at:  
[robert.conway1@us.army.mil](mailto:robert.conway1@us.army.mil) for guidance on ethical issues
- r Contact State Human Resources, MNHS, at 518.786.4830 for information on outside activities (employment, political, and volunteering)
- r Contact Jennifer Winters, information below, for training information on ethics

If you have comments, suggestions or questions, please contact the Internal Control Officer, Jennifer Winters, at [jennifer.winters1@us.army.mil](mailto:jennifer.winters1@us.army.mil) or at 518.786.4673