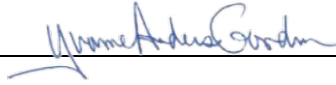




State Of Delaware Ethics Training Policy and Procedures

Policy #: DHR-STW-107.1	Effective Date: July 24, 2026
Revision Date: N/A	Signature: 

1. Policy Purpose Statement

The State of Delaware (State) is committed to being honest, fair, open, and ethical. State employees are expected to act responsibly and follow high standards while doing their job.

2. Scope

This policy applies to all employees in State Executive Branch agencies, including casual and seasonal employees, unpaid interns, officers, and apprentices.

Elected Officials and Judiciary Members may elect to adopt and administer this policy at their offices with their employees.

3. Definitions and Acronyms

- **Casual/Seasonal Employees** – Employees hired under [29 Del. C. § 5903\(17\)a](#).
- **Delaware Public Integrity Commission (PIC)** – The State Public Integrity Commission administers and implements Delaware's ethics law (Code of Conduct) for the Executive Branch; its financial disclosure law for all three branches; and its lobbyists' registration and expense reporting laws.
- **Supervisor** – a person in a position who, on a regular and continuing basis, plans, assigns, reviews, disciplines, recommends hire, termination and promotion and completes and approves performance plans of two or more Classified employees excluding casual, seasonal, and contractual employees.

4. Policy

- a. Under Executive Order No. 3, this policy creates an ethics training program for all Executive Branch employees. The training will help employees understand and follow the ethical rules and expectations set by the [Delaware Public Integrity Commission](#) (PIC) and [state law](#).
- b. All new employees must sign the Oath to Support the Constitution before starting work, as required by [state law](#). A copy of the signed oath will be kept in the employee's personnel file maintained by the Human Resources Office.
- c. Ethics training depends on available funding. Funding will also affect how the training program is created and provided.
- d. The PIC's Counsel will work with the Department of Human Resources (DHR) Division of Training and HR Solutions (T&HRS) to choose the best way to provide training based on the audience, topic, and training goals. The PIC will review this policy and the training every two (2) years and recommend updates when laws or processes change. The ethics training program will include:
 - (3) Delaware Code of Conduct, including rules on conflicts of interest, financial disclosure, gifts, post-employment restrictions, etc.

- The PIC's Rules of Ethical Conduct and the ethical responsibilities of public employees.
 - Whistleblower Protections for employees who report misconduct.
 - How employees can confidentially report ethical concerns through the proper channels.
 - Real-life examples, case studies, and best practices related to ethical challenges in state government.
 - A Knowledge Check at the end of each training. Employees must score at least 80% to pass.
 - A Certificate of Completion for completing the training.
- e. Employees who violate this policy or related policies may face discipline, including termination, as allowed by law, Merit Rules, or a collective bargaining agreement.

5. Dissemination And Training

- Employees are required to complete and acknowledge assigned training within the designated timeframe through the Learning Management System (LMS) or other approved means.
- All employees must complete the ethics training every two (2) years to reinforce ethical standards.

6. Data Reporting

- None.

7. Associated Policy, Regulations, and Forms

- [Executive Order 3](#)
- [Law Regulating the Conduct of Officers and Employees of the State](#)
- [Oath to Support the Constitution](#)
- [State of Delaware Merit Rules](#)
- [State of Delaware Public Integrity Commission Code of Conduct](#)
- Contact the Delaware Public Integrity Commission (PIC) at <https://depic.delaware.gov>, via email at pic@delaware.gov, or by phone at 302-739-2399.
- Public Integrity Reporting System at <https://pirs.delaware.gov>.

8. Supersedes

- N/A

9. Policy Owner

- Division Name: Division of Training and HR Solutions
- Policy Owner: Director of the Division of Training and HR Solutions
- Website: State of Delaware - [Department of Human Resources](#)

This policy does not create any new rights or legal claims beyond those already provided by state or federal law. If this policy conflicts with any law or regulation, the law or regulation will apply.

Procedures Associated with the State Of Delaware Ethics Policy and Procedures

- a. DHR Representative must make sure that employees sign the Oath to Support the Constitution before starting work. A copy of the signed oath must be kept in the employee's personnel file.
- b. Supervisors must make sure that employees complete all the required training and policy acknowledgments within the designated timeframe.
- c. DHR will provide the State Ethics Training Policy and Procedures and required training to Executive Branch agency employees.
- d. Successful completion of the required training will be documented in the Learning Management System (LMS) or other approved means. Each agency must help ensure employee's meet these requirements.