

**OFFICE OF INVESTIGATIVE SERVICES  
POLICY & PROCEDURE #305**

**ETHICS AND CONFIDENTIALITY**

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**ETHICS:**

Employees of the Office of Investigative Services represent the Georgia Department of Human Resources in their daily contacts with clients, the general public, the business community, law enforcement agencies, and professional organizations. Professionalism, courtesy, and efficiency are attributes that are expected of all employees.

**CONFIDENTIALITY:**

OIS employees are routinely exposed to privileged or confidential information that may be of significant interest to the public. Information concerning clients, patients, customers, other employees, or third parties is confidential and may not be shared with any unauthorized person.

For policies and procedures concerning Standards of Conduct and Ethics in Government, refer to DHR Personnel Policy #1201.