



City and County of San Francisco
London N. Breed, Mayor
San Francisco Department of Public Health
Grant Colfax, MD, Director of Health

San Francisco Department of Public Health Office of Compliance and Privacy Affairs

DEPARTMENT OF PUBLIC HEALTH CODE OF CONDUCT HAS BEEN UPDATED FOR FY 2018-2019

The Mission of the **San Francisco Department of Public Health (DPH)** is to protect and promote the health of all San Franciscans. DPH's vision is to protect and promote health by assessing and researching the health of the community; developing and enforcing healthy policy; preventing disease and injury; educating the public and training health care providers; providing quality, comprehensive, culturally-proficient health services; and ensuring equal access to all. Our values are expressed in the *Public Health Code of Ethics*, which is a vital part of what we do, as an organization, to protect and promote the health and well-being of all San Franciscans.

The **DPH Code of Conduct** is the foundation of the department's compliance program. The purpose of the Code of Conduct is to provide direction to all DPH employees, contractors and other agents who do business with or on behalf of DPH. All employees are expected to be familiar with the federal, state, and local laws, rules and regulations, or policies that apply to their duties. Supervisors and Managers are responsible for overseeing the quality of their employees' work. All employees must avoid policy violations and activities that may be construed as deceitful, false, or fraudulent. It is the responsibility of each employee to seek assistance for clarification or application of a particular rule, law, or regulation.

DPH Leadership is committed to embodying ethical decision-making into all aspects of business, equip managers and employees with tools to confidently address ethics-related matters, and be able to speak up without fear of reprisal. DPH leadership affirms its commitment to its clients, patients, members, providers, business partners, vendors and employees.

To our clients/patients: DPH is committed to providing quality health care services in a compassionate, honest, timely, respectful and professional manner.

To our employees: DPH is committed to fully performing its responsibilities to manage its business in a manner that reflects the values expressed in this Code of Conduct, and which treats employees with fairness, dignity and respect, in an environment that fosters professional growth.

To our affiliated providers (consultants, contractors and vendors): DPH is committed to dealing with its valued affiliated providers in a way that demonstrates our commitment to contractual obligation and reflects our shared concern for quality health care and bringing efficiency to the delivery of care. DPH is committed to dealing with its affiliated providers fairly and in accordance with appropriate business standards.

The framework of the updated DPH Code of Conduct is based the following principles:

- DPH Commitment to Those We Serve
- DPH Commitment to Its Workforce
- Records Integrity
- Scientific and Clinical Research Conduct and Ethics
- Environmental and Safety Considerations
- DPH Business Ethics

- Compliance and Privacy Program
- Duty of Staff

To maintain the highest standards of business integrity, each of us has a duty to report potential or perceived conflicts of interest involving suspected violations of applicable laws, regulations, government contracts and grant requirements covered under the DPH Code of Conduct. Anyone may report violations directly or anonymously to the Office of Compliance and Privacy Affairs at **1-855-729-6040** (toll-free) or by emailing **compliance.privacy@sfdph.org**. It is against SFDPH policy, and in many cases illegal, to retaliate against a person who reports any wrongdoing.