

## 2024 Northumberland County Representation Letter

Northumberland County is committed to delivering quality services and programs to our residents in a fair, open and transparent manner. Further, Northumberland County staff and our partners will act ethically and with integrity at all times.

The **NORTHUMBERLAND COUNTY** Departments reporting to the **CHIEF ADMINISTRATIVE OFFICER** and its entire staff demonstrated the corporate values set out within the 2023-2027 Strategic Plan: Care & Support, Collaboration & Communication, Honesty & Integrity, Innovation & Excellence, Mutual Trust & Respect, and Accountability in 2024.

The staff and management in **ALL** Departments have access to and have been trained, *to the extent offered and as applicable*, on the Human Resources, Financial, Procurement and Health & Safety Policies in effect at Northumberland County. Policies that required a signed acknowledgement, specifically the Code of Conduct Policy, Conflict of Interest Policy, Confidentiality Policy, Workplace Bullying, Harassment & Violence Policy and Purchasing Card Policy (as applicable) have been acknowledged and signed by staff accordingly.

It is the responsibility of all managers to develop, within their control and scope, departmental internal controls, policies and procedures which contribute to a departmental and organizational control environment for detecting and/or preventing illegal acts, fraud, intentional misstatements and errors by internal or external parties. Any suspected illegal acts, frauds, intentional misstatements or material errors have been, or are required to be, reported to the Treasurer.

I **JENNIFER MOORE**, (CAO) of **NORTHUMBERLAND COUNTY** represent to the best of my knowledge and belief that **ALL** Departments understand and are in compliance with the above statements.

Signature: 

Name (print) : Jennifer Moore

Position: CAO