



State of Washington

DEPARTMENT OF FINANCIAL INSTITUTIONS

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March 20, 2017

TO: All Staff

FROM: Gloria Papiez, Director
Charles Clark, Deputy Director/Director of Consumer Services
Linda Jekel, Director of Credit Unions
Roberta Hollinshead, Director of Banks
William Beatty, Director of Securities

SUBJECT: Working Environment

The Department of Financial Institutions is committed to integrating our values and policies into the daily work ethics and environment of the agency. We take this opportunity to reaffirm that commitment and remind all of us of our general work expectations for all employees.

The Department of Financial Institutions values:

- Employees – our most important resource
- Empowerment with accountability
- Diversity
- Fairness and respect for individuals and institutions
- Sharing information and knowledge
- Professionalism and integrity
- Providing quality services

Consistent with those values, we want to emphasize our general work expectations for all employees. We require DFI employees to maintain a high standard of ethical conduct. We expect employees, as representatives of DFI, to conduct business properly, professionally and courteously, to protect government interests, and to meet the high ethical standards required in serving the public. Employees, supervisors, and executive management all share this responsibility.

We expect DFI employees to treat their fellow employees honestly, fairly, and with dignity and respect. We will act as one agency, valuing equally all divisions and the contributions that all employees make to the accomplishment of our mission.

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These are not just our values and policies, but those of the agency. Each employee must have ownership in them. We must all work together to ensure that our offices are free from innuendoes, comments, or posted or printed material that are degrading or offensive to others. Where conflicts exist we will seek to resolve them through thoughtful inquiry and respectful discussion in appropriate forums. Each of us is responsible for promoting the success of the agency as a whole, and part of that success is being sensitive to others, valuing diversity, and making sure that all employees have a safe working environment. Please feel free to contact any of us, the Human Resources Manager, or any supervisor to discuss any concerns you have regarding these issues.

DFI has demonstrated time and time again to be a great place to work. That success is attributable to one source: you, the employees of DFI. We hope we all continue to meet future challenges and work towards becoming an even better place to work.