



National Association of Government Defined Contribution Administrators

NAGDCA Code of Professional Ethics

The National Association of Government Defined Contribution Administrators' (NAGDCA) mission is to unite representatives from state and local governments along with private sector organizations that service and support defined contribution plans. NAGDCA provides an environment to foster growth in professional development of its members through networking with peers, educational opportunities and information sharing that includes comprehensive publications, reports and surveys. NAGDCA will promote and support federal legislative initiatives for the advancement of retirement plans.

Vision Statement

NAGDCA will be the leading association for defined contribution retirement plans of government employers to advocate opportunities that empower sponsors to preserve and enhance these plans to meet their goal of providing participants with financial security at retirement.

To further these objectives, all government defined contribution administrators are enjoined to adhere to legal, moral and professional standards of conduct in the fulfillment of their professional responsibilities. Standards of professional conduct as set forth in this code are promulgated in order to enhance the performance of all persons engaged in public finance.

I. Personal Standards

Government defined contribution administrators shall demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit respect, trust, and confidence of governing officials, other public officials, their colleagues, their plan participants, their constituents, and the general public,.

- They shall devote their time, skill, and energies to their office both independently and in cooperation with other professionals.
- They shall abide by approved professional practices and recommended standards.

II. Responsibility as Public Officials

Government defined contribution administrators shall recognize and be accountable for their responsibilities as administrators in the public sector.

- They shall be sensitive and responsive to the rights of the public and its changing needs.
- They shall strive to provide the highest quality of performance.
- They shall exercise prudence and integrity in the management of funds in their custody and in all financial transactions.
- They shall uphold both the letter and the spirit of the constitution, legislation and regulations governing their actions and report violations of the law to the appropriate authorities.

III. Professional Development

Government defined contribution administrators shall promote excellence in the public service, and shall be responsible for maintaining and enhancing their own competence, for enhancing competence of their colleagues, and for providing encouragement to those seeking to enter the field of defined contribution administration.

IV. Professional Integrity – Information

Government defined contribution administrators shall demonstrate professional integrity in the issuance and management of information.

- They shall not knowingly sign, subscribe to, or support the issuance of any statement or report which contains any misstatement or which omits any material fact.
- They shall prepare and present statements and financial information pursuant to applicable law and generally accepted practices and guidelines.
- They shall respect and protect privileged information to which they have access by virtue of their office.
- They shall be sensitive and responsive to inquiries from the public and the media, within the framework of government policy.

V. Professional Integrity – Relationships

Government defined contribution administrators shall act with honor, integrity, and virtue in all professional relationships.

- They shall exhibit loyalty and trust in the affairs and interests of the government they serve, within the confines of this Code of Ethics.
- They shall not knowingly be a party to or condone any illegal or improper activity.
- They shall respect the rights, responsibilities, and integrity of their colleagues and other public officials with whom they work and associate.
- They shall manage all matters of personnel within the scope of their authority so that fairness and impartiality govern their decisions.
- They shall promote equal employment opportunities and, in doing so, oppose any discrimination, harassment, or other unfair practices.

VI. Conflict of Interest

Government defined contribution administrators shall actively avoid the appearance of or the fact of conflicting interests.

- They shall discharge their duties without favor and shall refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of their duties.
- They shall not, directly or indirectly, seek or accept personal gain which could influence, or appear to influence, the conduct of their official duties.
- They shall not use public property or resources for personal financial gain.