



# OFFICE OF THE CITY AUDITOR COLORADO SPRINGS, COLORADO

Denny L. Nester, City Auditor  
MBA CPA CIA CFE CGFM CGAP

## 15-20 Airport Ethics

July 2015

### **Purpose**

The purpose of this audit was to evaluate the manner in which the City's Ethics Program has been implemented at the Airport. We tested to determine whether employees completed required annual ethics training and interviewed key staff related to the City's ethics policy and program.

### **Highlights**

We concluded Airport personnel demonstrated a good understanding of the City's ethics policy. Employees were aware of ethics program policy requirements, as well as, their responsibility to report ethics concerns, fraud, waste, and abuse. Airport employees satisfied annual ethics training requirements for 2014. Additionally, new hire Airport employees, including temporary personnel were required to read the ethics policy and acknowledge with signature upon hiring.

We conducted interviews with 16 of the 76 staff, or approximately 21% of current Airport employees. We independently selected employees from various work groups and staffing levels to obtain a diverse and representative sample. We did not include Airport police officers in our review as they reported to the City of Colorado Springs Police Department.

The City's business code of ethics in the Civilian Policy and Procedure Manual addresses conflicts of interest, business courtesies, vendor relations, contracting, use of City resources, political activities and confidential information.

Under the business code of ethics, employees were required to report any conduct they believed in good faith to be an ethics violation. The policy encouraged employees to report potential ethics concerns to their supervisor. Additionally, the policy stated that concerns may be reported to the City Attorney's Office, Human Resources, or to the Office of the City Auditor directly or through the City Auditor's hotline. Under the business code of ethics policy, employees were subject to disciplinary action, up to and including termination, for policy violation.

This audit was included in the 2015 Audit Plan to comply with professional standards. Performance standard 2110 of the Institute of Internal Audit International Professional Practices Framework requires that the internal audit activity evaluate ethics as part of the requirement to assess organizational governance. Standard 2110 states "The Internal Audit activity must assess and make appropriate recommendations for improving the governance process in its accomplishment of the following objectives: Promoting appropriate ethics and values within the organization."

This audit was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing, a part of the Professional Practices Framework promulgated by the Institute of Internal Auditors.