

2026 Code of Conduct for All State Compensation Insurance Fund Workforce Members

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Message from Vern Steiner

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Our Code

Code at a Glance



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Important Points

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Important Points



You and State Fund earn the trust of our customers and the public by making good choices and acting ethically and honestly.

Learning and following State Fund's core values and standards is part of your job.

Sharing your ideas about how to make State Fund better and reach its goals should be part of your everyday work.

When in doubt, ask for help. If you have ideas or questions, wish to discuss an issue, or want to report a possible violation, you have these options:

- Talk to your manager,
- Use the [AskAdmin](#) portal (State Fund internal use only),
- You can also report concerns or ask questions anonymously through the [Ethics and Privacy Hotline](#), or
- [Click here](#) to refer to more resources.

You play a vital role at State Fund. Your choices and ideas can make State Fund a better place to work. Championing State Fund's Code of Conduct and Core Values is how all Workforce members collectively contribute to State Fund's Culture.



As a leader, you must...

Next Section:

Our Vision, Purpose, and Core Values

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Our Vision, Purpose, and Core Values

Vision

To become California's workers' compensation carrier of choice.

Purpose

We help make workers' comp work.

Core Values

The guiding force for our culture and the quality of service we provide to our internal and external customers.



Our core values demonstrate our commitment to fulfilling our purpose and reflecting the culture fostered at State Fund.

- **Respect Everyone**
Create an environment where all people and perspectives are valued and teams work together to serve the diverse needs of California businesses.
- + **Show We Care**
- + **Do What's Right**
- + **Be Innovative**

Next Section:

Making Our Workplace Equal and Diverse

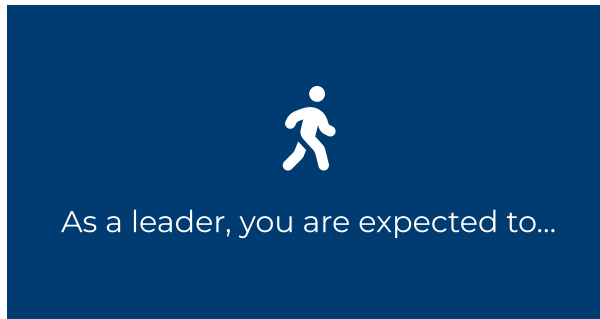
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Respect Everyone

Making Our Workplace Equal and Diverse

State Fund values diversity, equity, and inclusion. State Fund's policies require that you and all persons who apply for work at State Fund are provided equal employment opportunities and a workplace free from discrimination, retaliation, and harassment based on a protected category.



State Fund is committed to promoting a culture that values diversity, equity, and inclusion, and fostering a culture of belonging where everyone feels seen, heard, and valued as their authentic self.

We celebrate the value of each individual in our Workforce who contributes to a broader range of experiences, viewpoints, and ideas, bringing forth greater creativity, innovation, and organizational success.

State Fund believes that valuing diversity helps sustain a culture in line with our core value to respect everyone. Diversity extends well beyond the traditional view of gender, age, race, ethnicity, sexual orientation, gender identity, physical ability, and mental ability.

There are currently five generations in the U.S. Workforce, and each generation brings different skills, talents, and perspectives to our workplace. This makes State Fund stronger and better able to respond to the needs of California.

Next Section:

Prohibiting Harassment and Discrimination

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Prohibiting Harassment and Discrimination



State Fund prohibits and does not tolerate sexual harassment, discrimination, or harassment based on a person's membership, or perceived membership, in a protected category. In addition, these practices are unlawful under state and federal law.

What is a Protected Category?

Protected categories include, but are not limited to:

- Race,
- Color,
- Religion or religious creed (including religious dress and grooming practices),
- National origin (including citizenship and language use restrictions),
- Ancestry,
- Physical disability (including HIV and AIDS),
- Mental disability,
- Medical condition (including genetic characteristics, cancer or a record or history of cancer or information),
- Genetic information,
- Marital status,
- Sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, and related medical conditions),
- Gender,
- Gender identity and expression (including use of preferred pronouns, restroom and dress),
- Sexual orientation,
- Transgender status (including social and physical transition),
- Age (40 years or older), and

- Military or veteran status.

Workforce members who believe they have been subjected to discrimination or harassment based on any protected category or to sexual harassment may file a complaint via the [Ethics and Privacy Hotline](#).

State Fund's harassment-free workplace policy extends to others whom our Workforce may interact with in any State Fund workplace setting, such as outside vendors, customers, professionals, job applicants, and other providers of goods or services.

Next Section:

Retaliation Is Prohibited and Not Tolerated

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Retaliation Is Prohibited and Not Tolerated



State Fund prohibits all forms of retaliation and will not tolerate retaliation against anyone, including Workforce members or employment applicants, for:

- Raising a discrimination, harassment, or sexual harassment issue or participating in the complaint process.
- Requesting a reasonable accommodation for disability or medical condition, or for religion.
- Reporting ethics or business conduct concerns.

State Fund employees found to have engaged in conduct that violates State Fund's Discrimination, Harassment, Sexual Harassment and Retaliation Prevention Corporate Policy or State Fund's Code of Conduct will be subject to disciplinary action, up to and including termination.

State Fund commits to taking all steps necessary to prevent and correct discrimination, harassment, sexual harassment, and retaliation in the workplace.

Next Section:
Maintaining Trust and Credibility

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Resources

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Maintaining Trust and Credibility



State Fund's success depends on people trusting and having confidence in us.



When we do what we say, we will do so with honesty, integrity, and honor. We gain the trust of the public, our customers, and our employees.

– **Our success as a company depends on...**

...keeping our commitments and acting honestly to reach our goals.

+ **It is easy to set out rules at State Fund, but the proof lies in...**

+ **People will evaluate us on...**

+ **You must treat your job at State Fund as a public trust by...**

When you make it a practice to think about and bring up your ideas to improve State Fund or your concerns about ethical conduct, you carry out your duty as a public servant and help State Fund reflect its core values.

A culture of trust helps support all Workforce members in their responsibility to conduct their daily work with integrity.

Next Section:
Sustainability

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Sustainability



At State Fund, we embrace environmental sustainability as a way to create value for our customers, employees, and communities. Our Core Values lay the foundation for our [Sustainability Roadmap](#) (State Fund internal use only).

From improving our business practices to encouraging employees to make a positive environmental impact, we are committed to being responsible stewards of our planet.

Next Section:

Corporate Social Responsibility

Keep Reading

Corporate Social Responsibility



At State Fund, we strive to enhance the communities in which we live and do business.

Three principles guide our efforts:

- Giving,
- Sustainability, and
- Volunteerism.

Our Corporate Social Responsibility Team executes initiatives that:

- Support various local organizations,
- Encourage employees to become involved in the shaping of their neighborhoods, and
- Help make our communities better places to live and work.

Next Section:

Transparency — California Public Records Act

Keep Reading

Transparency — California Public Records Act



State Fund is committed to complying fully with the California Public Records Act (CPRA). We must follow the law by responding when anyone submits a public records request to us.

State Fund authorizes only the [Public Records Office](#) (PRO) to evaluate, respond to, and manage State Fund's public record requests. Since public records requests have important time limits, make sure to send requests you may get to our PRO right away.

You as an employee can also request public records from State Fund under CPRA. State Fund cannot retaliate if you exercise these rights.

Next Section:

Transparency — Bagley-Keene Open Meeting Act

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Transparency — Bagley-Keene Open Meeting Act



State Fund is subject to the Bagley-Keene Open Meeting Act. This act makes certain meetings open to the public, such as meetings of the Board and the Board Committees of Audit, Governance, and Investment.

Having open meetings helps keep government accountable and transparent and protects citizens' rights to take part in state government.

You have the same rights as the public under the Act. State Fund cannot retaliate if you exercise these rights.

Next Section:

Working in a Safe and Healthy Environment

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Working in a Safe and Healthy Environment



State Fund is committed to making the workplace safe. You must follow Safety Corporate Policies and Procedures. You must report potential safety hazards or threats of violence.



As a leader, you are expected to...

Next Section:

Being a Responsible Member of the Workforce

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Being a Responsible Member of the Workforce



You are a vital part of State Fund. You make State Fund a better place to work by treating others with respect and dignity.

We trust you will avoid:

- Exaggeration,
- Insulting remarks, or
- Improper descriptions of people and other companies.

When you act fairly, ethically, and responsibly at work. You reflect State Fund's core values. Your receptiveness to feedback from peers and leaders helps create a healthy environment for everyone.



If you are a leader, you must:

– Create an ethical workplace

Create a workplace that values doing the right thing. In any business, ethical behavior does not simply happen. It starts with the tone at the top. Leaders model by example and communicate clear and direct expectations for action.

+ Address ethical concerns

+ Encourage ethical dialogue



As a leader, you should...

Next Section:

Employee Assistance Program

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Employee Assistance Program



At times, a personal issue or problem may interfere with your work-life balance. The State Fund [Employee Assistance Program](#) (EAP) (State Fund internal use only) gives you:

- A confidential and free service to help you or your family members.
- Professional reviews and referrals to services needed to help solve problems.

EAP also supports State Fund managers by providing them with an expert resource.

Important Numbers

- Imminent Danger: 911
- Employee Assistance Program: (800) 339-2099
- Ethics and Privacy Hotline: (888) 254-4301

Next Section:

Being Ethical & Doing the Right Thing

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Resources

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Being Ethical & Doing the Right Thing



State Fund is dedicated to ethical, fair, and responsible competition.

We do not:

- Improperly cooperate or coordinate activities with our competitors,
- Violate our ethical standards to get a certain business result, or
- Engage or help in unlawful boycotts or exclusions.

State Fund trusts you to show the highest standards of ethical and professional conduct and personal integrity when doing your job. When you make good choices that uphold our core values, you make a difference.

It is vital for the public and our stakeholders to trust the work we do at State Fund. Your drive to problem-solve and make wise decisions, and your desire to do the right thing when doing your job creates this trust.

At work, you must have the courage to tackle tough decisions and make difficult choices. You can feel assured that State Fund supports your decisions when you act in good faith.

Be fair in what you do, considering how others may perceive your actions. At times you may have to do more than simply what the law requires.





As a leader...

Ethics Decision Tree

Use our Decision Tree to help you make wise and ethical decisions. If you're unsure of your decision, ask yourself these four questions:

One

Does it comply with State Fund policy?

Two

Does it support State Fund values? Respect everyone; Show we care; Do what is right; Be innovative.

Three

Is it legal?

Four

Does it support the best interest of our stakeholders?



Hover over for next steps



No to Any...



Yes to All...



Not Sure...

Next Section:

Governing State Fund

Keep Reading

Governing State Fund



State Fund rests on a solid business foundation where our leaders champion our policies and procedures and are accountable for what they do. State Fund governance includes the laws, policies, and procedures used to run our business.

The Board of Directors (Board) sets our core values, management philosophy, and investment policy consistent with the laws and regulations applicable to State Fund. The Board leads us to ensure that State Fund operates in a manner that is:

- Legal
- Financially responsible
- Ethical
- Socially responsible

The Board has full power, authority, and jurisdiction over State Fund to perform the actions necessary to meet these goals.

Oversight is achieved through the activities of the Board of Directors, State Fund's officers, and other members of the Executive Committee. Consistent with good corporate governance, the Board has delegated authority to the President and CEO to administer, manage, and conduct the day-to-day business and affairs of State Fund.

For the Code of Conduct, the Board:

- Authorizes having a Code of Conduct.
- Reviews and approves material Code revisions.
- Approves and supports the Code's final content.

- Approves material changes to Corporate Policies supporting the Code.



As a leader, you are expected to...

Upholding the Law

When you know and follow laws and rules that apply to your job at State Fund, you support our commitment to integrity. Laws and rules affect all State Fund business activities.

If you feel unsure about your legal duties, seek advice from these resources. When you raise a concern, State Fund will address it. You have a duty to speak up if you notice possible legal violations and to cooperate during investigations.

State Fund has many laws to follow. For example, the information in our financial records, statements, and reports must accurately reflect our financial condition, be prepared in accord with laws and statutory accounting practices and be filed timely. State Fund Officers must attest that our financial reports are accurate and complete when issuing them.



State Fund also complies with collective bargaining agreements (CBAs) and labor laws. State Fund's Employee Relations Department collaborates with CalHR and labor organizations to negotiate CBAs that pertain to State Fund employees.

Professional Codes of Ethics or Rules

If you have a role such as attorney, accountant, internal auditor, medical professional, compliance professional, procurement, or project management professional, you must follow codes of behavior for your profession. You must follow State Fund's Code of Conduct in addition to other professional codes, if they apply to you.

Important Numbers

- Human Resources: (800) 499-8668
- Privacy Office: (888) 724-3237
- Independent Ethics and Privacy Hotline: (888) 254-4301

Telework Guiding Principles

As State Fund continues to adapt and shape our evolving work environment, we must ensure that we are always able to fulfill our mission and commitments as a public enterprise.

With a primarily remote Workforce, we follow four guiding principles as we define the way we work:

- Customer First
- Collaboration & Connection
- Outcome Driven
- Flexibility



As a leader...

Functions Involving Alcohol

There may be events you attend as a State Fund Workforce Member where alcoholic beverages are available. In these instances, you are responsible for your own conduct, you must make your own decisions about alcohol consumption, and you must follow all appropriate rules and regulations regarding the use of alcohol.



Excessive consumption of alcohol to the level of intoxication, as defined by California law, is never acceptable or condoned. Inappropriate conduct, whether the product of alcohol consumption or not, can be grounds for disciplinary action, up to and including termination.

Substance Abuse-Free Workplace

Substance abuse seriously threatens the safety, health, and productivity of our business, Workforce members, and customers. State Fund has a zero-tolerance policy for drug and alcohol impairment while employees are at the worksite.

Why This Policy Matters

The State of California's policy in [California Code of Regulations Title 2, Rule 599.960](#) states that workplaces should be free from the effects of substance abuse. This avoids dangers that come from substance abuse in the workplace.

The consequences of impairment include...

- Injury or death from accidents,
- Poor decision-making,
- Unsafe working conditions, or
- Increased liability and reputational harm.

Next Section:
Reporting

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Reporting



Voicing Your Legal, Ethical, or Privacy Concerns

We provide you with a "safe landing spot" if you wish to raise concerns.

If you think an action may violate the law, State Fund's standards for ethics and core values, or our policies, you have a responsibility to tell someone. You can reach out to a variety of resources for assistance.

State Fund encourages you to seek advice with supervisors or managers. You can also contact Human Resources in the following ways:

- Email Human Resources at employeerelations@scif.com.
- Contact online at [AskAdmin](#) (State Fund internal use only).
- Call Human Resources at (800) 499-8668.
- For privacy matters, including reporting suspected privacy incidents, email the Privacy Office at PrivacyOffice@scif.com or call (888) 724-3237.

Asking questions and raising concerns to improve State Fund helps uphold our integrity. It is important that you do not view actions as acting against your co-workers, managers, or department.

If you feel uncomfortable using these channels, you can report to our independent Ethics and Privacy Hotline by calling (888) 254-4301 or by submitting your question or concern [online](#). You can also report anonymously, if you choose.



As a leader, you have a duty to...

Improper Activities — The California Whistleblower Protection Act

The [California Whistleblower Protection Act](#) (“the Act”) prohibits retaliation for reporting improper activities. In California, whistleblower protection includes protection of your identity (except from law enforcement) and your right to be free from retaliation for reporting.

You may report improper activities such as:

- Theft,
- Fraud,
- Incompatible activities,
- Misuse or abuse of state property,
- Gross misconduct, and
- Incompetence or inefficiencies by State of California employees.

You can find Whistleblower Notices where other Workforce notices are posted.



To file a complaint, you can contact the California State Auditor by:

- Calling the toll-free Whistleblower Hotline at (800) 952-5665,
- Submitting your report [online](#), or
- Sending your complaint by mail.

The Act protects a reporting person’s identity unless a law enforcement agency needs it to conduct a criminal investigation.

You may report retaliation for having reported improper activities to the State Personnel Board.

Reporting Complaints

You may report discrimination, harassment, sexual harassment, and retaliation complaints to HR Employee Relations through the AskAdmin portal. You may also report equal employment opportunity concerns to the Equal Employment Opportunity (EEO) Program, the Internal Investigations Unit, or to a supervisor or manager.

You may report ethics or business concerns and retaliation for reporting improper activities to the [Ethics and Privacy Hotline](#).



As a leader, you have a duty to...

Workers' Compensation Fraud

You can report suspected workers' compensation fraud by policyholders, injured workers, vendors, or State Fund Workforce members by calling (888) 786-7372 or by filing a [TIP report](#) (State Fund internal use only) through State Fund's Special Investigation Unit's internal website.

Threats and Domestic and Workplace Violence

State Fund does not tolerate violence or threatening behavior.

You must report all threats or acts of violence, including domestic violence, directed at State Fund's Workforce and/or property that may impact the workplace to the [Threat Evaluation Team](#). The Threat Evaluation Team evaluates and responds to all reported threats or acts of violence.

State Fund follows the California Labor Code, Family Code, collective bargaining agreements, and other applicable law affecting State Fund Workforce members who are victims of domestic violence. State Fund also takes part in Workplace Violence Prevention programs.

Imminent Danger Threats in the Workplace



– Imminent danger means that...

...you must believe that death or serious physical harm could occur at the time of a threat.

+ If you believe there is an imminent danger...

+ After notifying law enforcement...

Next Section:

Avoiding Incompatible Activities

Keep Reading

Avoiding Incompatible Activities



State Fund's Incompatible Activities Statement Policy prohibits Workforce members from taking part in actions contrary to their California civil service and State Fund employment. Our Policy aligns with the [California Government Code and Labor Code](#).

Additionally, there are special provisions of the California Insurance Code that may supersede some provisions of the Government Code for Board members.



State Fund's Incompatible Activities Statement Policy requires you to notify [Employee Relations](#) (State Fund internal use only) before doing certain acts, including but not limited to:

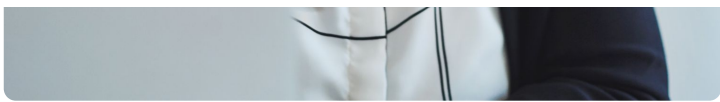
- Doing any type of work contrary to the business interests of State Fund...

...such as taking a job with a competitor, supplier, or contractor that may influence the decisions you make in your State Fund job **or...**

+ Seeking outside employment...

+ Receiving any gift or service...

Serving as a board member for a company or
+



organization...
+ Hiring or supervising...

Q. | A.

I have a brother and sister who work in the same department as I do. We each work for different supervisors. Is this a problem for me?



Q. | A.

My nephew applied for and was chosen for a vacant position in my unit. My nephew will be reporting to one of my subordinate supervisors. Is this a problem for me?

Close Personal Relationships

State Fund strives to foster a workplace that is free from conflicts of interest. Working with, promoting, hiring, or doing business with someone with whom you have a close personal relationship can pose risks to you and the organization.

To avoid these risks, you are expected to disclose to Human Resources any close personal relationships that you have with employees of State Fund. A close personal relationship includes, but is not limited to, an association with someone by blood, current or former marriage, adoption, and/or cohabitation.

If you think you have a close personal relationship with a State Fund employee, regardless of the department they work in or if you are in their hierarchy, please notify your supervisor and Human Resources immediately.

Outside (non-State Fund) Work by Workforce Members

You may wish to take on outside work with companies that are not our competitors, customers, or suppliers. You may wish to accept a voluntary, elected, or appointed position with a political entity.

If you do, note the following:

- Outside work in itself is not an incompatible activity. However, you must keep your second job strictly separate from your State Fund job.
- If you are considering working at a job in addition to State Fund, contact [Employee Relations](#) (State Fund internal use only) in writing and get approval before you start the outside work.
- You may not do outside work on State Fund time, on State Fund premises, or with State Fund resources.
- You must not market or sell products or services to State Fund from the business entity related to your outside job.
- Your outside work must not interfere with or keep you from giving the time and effort needed to fulfill your duties as a State Fund Workforce member.

Q.

A.

I am thinking of working as a part-time sales representative for a life insurance company. Can I accept the job and still work for State Fund?



Q.

A.

I've been offered part-time work in a collection agency. Can I accept the job and still work for State Fund?



Q.

A.

I'd like to use my law license to perform part-time legal services. Can I do this?



Personal Interest Disqualification

At times, to avoid a conflict of interest or the appearance of it, you must remove yourself from making a decision or a contract process based on personal interest.

You must disqualify yourself from making, taking part in, or trying to use your position to influence a State Fund decision when you know or should know you have a personal interest in the outcome that differs from State Fund's interest.

State Fund strives to be fair, efficient, and neutral when making contracts. You must never give friends or family members an unfair or seemingly unfair advantage in the contracting process. This means you should:

- Remove yourself from considering or evaluating a business proposal made to State Fund by friends or family members.
- Never try to divert State Fund business opportunities to friends or family.
- Never provide friends or family members insider information that the public does not have to assist them in obtaining work from State Fund.
- Avoid even the appearance of impropriety or favoritism in contracting matters.
- Seek guidance of management or [Employee Relations](#) (State Fund internal use only) if you have any questions about business-related conduct.

When to Disqualify Yourself from Decision-Making or Contracting

State Fund Workforce members must disqualify themselves from making decisions or contracts when taking part in that process would violate the law, our Corporate Policies, or our Code of Conduct.

Potentially disqualifying situations include:

- Decisions in which you know or should know you have a personal financial interest, **or**
- Decisions related to a State Fund contract in which you have any type of personal direct or indirect financial interest, **or**
- Decisions related to a State Fund contract where you or an immediate family member also has an outside business relationship with a party to that contract that:
 - Provides better terms than members of the public get,
 - Is worth \$1,000 or more, **and**
 - Your decision is made within the 12 months prior to State Fund's decision **or**
- Decisions made for State Fund where the decision relates to or affects a person or entity with whom you:
 - Are negotiating for a job **or**
 - Will be employed in the future

California law defines the above situations. If a conflict exists between our Code of Conduct and California law, California law controls.

Reporting Failures to Disqualify

If you believe a Workforce member failed to disqualify himself or herself when needed, you can report:

- Anonymously to the Ethics and Privacy Hotline at (888) 254-4301 or [online](#).
- Confidentially and anonymously to the [California State Auditor](#).
- Internally to the Employee Relations Department through the [AskAdmin portal](#) (State Fund internal use only).

Financial Disclosures and the Statement of Economic Interests – Form 700 (SEI)

The California Political Reform Act and State Fund's Conflict of Interest Code require certain members of State Fund's Workforce to file yearly financial disclosures. Statements of Economic Interests, Schedules, and ethics course certificates can be disclosed to the public.

For more information about annual disclosure requirements, contact the Fair Political Practices Commission (FPPC) Information line at (866) 275-3772, visit the FPPC [website](#), or visit the California Department of Justice, Office of the Attorney

Q.

A.

If I am a designated filer, how often do I need to file the Statement of Economic Interests, Form 700?



Real or apparent conflicts can reduce the trust our customers and the public have in State Fund. Increase our legal risks and hurt our reputation. You must follow federal and California laws that affect your work-related activities.

You must avoid situations that create, or appear to create, a conflict between your personal interests and State Fund interests. When a potential conflict arises, you must disclose it to your manager and to [Employee Relations](#) (State Fund internal use only) right away.

Failure to follow the rules and regulations regarding Form 700 can be grounds for employee discipline, including loss of year-end bonus eligibility.

Gifts

State Fund follows:

- The California statutory law and the Fair Political Practices Commission's (FPPC) regulations Labor Code Section 3219 (Claims Adjusters, only) and
- Our Incompatible Activities policy related to gifts



– Individual departments at State Fund...

...may adopt more restrictive rules for acceptance of gifts based on their role. Check with your supervisor or manager when you have questions about gifts.

+ FPPC regulations define gifts as...

+ The FPPC requires that:

Contact [Employee Relations](#) (State Fund internal use only) with your questions. You may also report internally to the Employee Relations Department through the [AskAdmin portal](#) (State Fund internal use only). You can also find more information at the [Fair Political Practices Commission's website](#).

Claims adjusters must follow special rules contained in Labor Code Section 3219. The Labor Code prohibits you from taking a benefit that may look like a reward for referring or settling a claim. Therefore, you may not take any gift from injured workers, doctors, applicant attorneys, or other vendors of services for injured workers.

Q.

A.

Can I accept a gift basket from one of State Fund's computer services vendors I work with as a token of thanks for using their services?



Gambling

You may not gamble on State Fund premises. Gambling is any game of chance, contest, sweepstakes, or other form of gaming that is prohibited by the California Penal Code or the California Business and Professions Code.

Gambling activities include, but are not limited to:

- Gaming,
- Lotteries,
- Raffles,
- Office pools,
- Online betting, or
- Where money is exchanged for a chance to win a prize.

Monetary Loans

It is an inappropriate use of your State Fund position as a supervisor, manager, or senior leader to request or accept loans from subordinates or other members of the Workforce under your influence or control.

Monetary loans between co-workers are personal, private matters and not the responsibility of State Fund. Employees are under no obligation to lend money to co-workers. If you do enter into this type of transaction, you do so at your own risk.



As a leader, if traveling on State Fund business, you are expected to...

Using State Fund Resources



State Fund resources, including time, material, equipment, and information, are for State Fund business use. You are trusted to behave responsibly and use good judgement to conserve and protect company resources. Managers are responsible for their department's resources and should resolve issues about their proper use. If you have questions about the proper use of State Fund resources, go to management or Employee Relations.

"I exercise good judgement when using State Fund resources, such as supplies, computers, telephones, internet access, and printers, and am committed to guarding against waste and abuse."

Using State Fund Information Systems

State Fund's Annual Proprietary System Notice and Acknowledgement provides you guidance on how to use State Fund electronic information systems. Each year, you must acknowledge this notice.

Our information systems include:

- Computer equipment,
- Internet,
- Email,
- Computer software,
- Data,
- Databases,
- Electronic files,
- Telephones,

- Voice mail,
- Fax machines,
- Wireless devices, and
- Any other similar information technologies that State Fund currently uses or may use in the future.

Apart from minimal and incidental use permitted by law, contract, or specific management exception, you must use State Fund systems exclusively to conduct State Fund business.

State Fund may monitor its systems. You should not expect privacy regarding use, including personal use of State Fund Information Systems.

You also have a duty to protect personal and confidential information about our Workforce, policyholders, claimants, and third parties. You must not access or use confidential information available to you due to your work at State Fund for personal gain.



Q.

A.

I would like to respond to a lunch invitation from a friend at a different company. Can I use the State Fund email system in this instance?

Protecting and Respecting Information

The [California Constitution](#) says every person has an inalienable right to privacy. Because we process and use personal information in our work every day, you have the daily responsibility to think about privacy and information security.

You are entrusted to protect personal information that we own, maintain, or send to others in our daily work. Protecting information also means collecting or sending out only the personal information needed for doing business. Our obligation extends to personal information we send to vendors and other third parties who help us conduct business.

What is Personal Information?

Personal information in California is any information that identifies, relates to, describes, or is capable of being associated with a particular person, including but not limited to:

- The person's name,
- Signature,
- Social security number,
- Physical characteristics or description,
- Address,
- Telephone number,
- Passport number, driver's license number, or state identification card number,
- Financial account numbers or any other financial information,
- Medical information,
- Health insurance information,
- Insurance policy or claim number, and
- Education, employment, or employment history.

Personal information **does not** include:

- Publicly available information lawfully made available to the general public from federal, state, or local government records.

Only access, give out, or discuss personal information if you have an authorized business reason to do so. You must also have effective consent/authorization from the subject of the information. Preventing unauthorized release of personal information helps protect State Fund and our stakeholders.

Q.

A.

A former State Fund co-worker called and asked me to look up his friend's claim and provide him the status on it. The former co-worker now works for another insurance company and is not part of the friend's claim. Should I provide the information?



Before you release any personal information, you must:

– Verify

Verify who the requestor is **and...**

+ Confirm

+ Follow

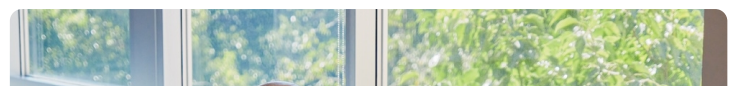
You are accountable to restrict release of personal information to authorized individuals under California and Federal laws and State Fund's Policies.

If you have questions or uncertainty as to whether 1) the requestor has the right to the information or 2) State Fund is authorized to release the information to the requestor, you should contact the Privacy Office.



To report a suspected privacy incident, contact the Privacy Office directly by calling (888) 724-3237 or emailing to PrivacyOffice@scif.com. You may also raise your concerns anonymously by calling the Privacy Hotline toll-free anytime at (888) 254-4301 or [online](#). We will provide you with a "safe landing spot" if you wish to report incidents or raise questions or concerns.

The Privacy Office provides you with resources for privacy protection.



Q.

A.

Can I take my State Fund electronic equipment out of the country?



Respecting the Works of State Fund and Others

State Fund protects its trade secrets and proprietary information up to the maximum extent allowed by law. State Fund does not infringe on the copyright interests, trademarks, or patented works (processes, machinery, or designs) of third parties.



Copyright is:

– An exclusive right

An exclusive right of ownership to an original creative work by its author, including the right to display, perform, distribute, and make copies of the work.

+ The right of the owner

+ Protected

Works are automatically copyrighted whether or not the author registers the copyright or whether the work bears the word “copyright” or the “©” symbol.

Before you use or send another’s material or images that may be copyrighted, trademarked, or patented, contact the Governance department at Copyright@scif.com to make sure you have the permission to do so.

The Copyright Office can answer your questions regarding copyrights and other intellectual property and help you obtain any licenses you need in order to lawfully use the creative works of others.

Next Section:
Sharing Your Ideas

Keep Reading



Be Innovative

Sharing Your Ideas



When you raise ideas to make State Fund a better place or bring up questions to help prevent making mistakes or wrong choices, it benefits State Fund.



As a leader, you should...



As a leader, you should...

Many departments also have ways to share ideas, such as physical or electronic suggestion boxes.

You can also share ideas or raise concerns anonymously, without fear of retaliation, through our Ethics and Privacy hotline or [online](#).

Next Section:
Artificial Intelligence

[Keep Reading](#)

Artificial Intelligence



State Fund promotes responsible and ethical use of Artificial Intelligence (AI), prioritizing transparency, fairness, and privacy. We strive to embrace AI in a manner that enhances user experiences while respecting societal values, and in alignment with the State Fund culture and compliance obligations.

Next Section:

Acknowledging and Supporting the Code and Related Policies

[Keep Reading](#)

Acknowledging and Supporting the Code and Related Policies



State Fund requires you to certify electronically that you read, understand, and will follow State Fund's Code of Conduct and its supporting Policies.

Failing to support the Code of Conduct, including its related Policies and completing the acknowledgement, may result in referral for disciplinary action up to and including termination.

You are responsible for reporting and cooperating with investigations of any Code or Policy violations. State Fund promptly investigates all reports of violations.

See the Governance site for the [Corporate Policy Library](#) (State Fund internal use only).

Next Section:
Resources

[Keep Reading](#)

Resources



1. HOTLINES

State Fund Ethics and Privacy Hotline	(888) 254-4301 https://app.mycompliancereport.com/report?cid=scif This website operates more efficiently in the Chrome browser.
Workers' Compensation Fraud	(888) 782-8338
California State Auditor Whistleblower Hotline	(800) 952-5665

2. KEY STATE FUND POLICIES SUPPORTING THE CODE

Corporate Policy	Policy Type	Policy Number
Privacy & Confidentiality	Ethics Compliance & Fraud	EC&F 2.0
Complaint Reporting & Anti-Retaliation	Ethics Compliance & Fraud	EC&F 2.1

Incompatible Activities	Ethics Compliance & Fraud	EC&F 2.2
Business Ethics	Ethics Compliance & Fraud	EC&F 2.3
Statement of Economic Interests & Financial Disclosure	Ethics Compliance & Fraud	EC&F 2.4
Use of State Fund Facilities for Non-Business Use	Ethics Compliance & Fraud	EC&F 2.7
Discrimination, Harassment, Sexual Harassment, and Retaliation Prevention	Human Resources	HR 4.1

3. STATE FUND DEPARTMENTS

Department	Contact for	Phone/email
Employee Assistance Program	Confidential access, assessment, & referral to professional assistance for problem resolution	(800) 499-8668 EAProgram@scif.com
Equal Employment Opportunity	Diversity, Discrimination and Reasonable Accommodation Issues	eeo@scif.com
Governance	State Fund Corporate Policies & Procedures; Copyright Office; State Fund Charter	StateFundGovernanceOffice@scif.com , copyright@scif.com
Internal Audit	Proper use of State Fund resources	(707) 624-4583
Enterprise Security	Proper use of information systems	EnterpriseSecurity@scif.com
Privacy Office	Privacy & Confidentiality questions	(888) 724-3237 (office) (866) 294-1742 (Privacy incident hotline) PrivacyOffice@scif.com
Public Records Office	Records requests made under the CA Public Records Act	(888) 724-3237 publicrecords@scif.com
Real Estate Management Services	Threat Reporting	(925) 523-5219 Imminent danger: 911 threatmanagement@scif.com
Special Investigation Unit	Workers' Compensation Fraud	(888) 782-8338 SIUMailbox@scif.com

4. STATE AGENCIES

Department	Contact for	Address/phone	Website
Attorney General's Office/California Department of Justice	Statements of Economic Interests, Ethics	PO Box 944255 Sacramento, CA 94244 (800) 952-5225	www.oag.ca.gov
California State Auditor Bureau of State Audits	Whistleblower complaints	555 Capitol Mall, Suite 300 Sacramento, CA 95814 (916) 445-0255	www.bsa.ca.gov
Department of Insurance	Insurance complaints	Consumer Communications Bureau 300 South Spring St., South Tower Los Angeles, CA 90013 (800) 927-4357	www.insurance.ca.gov
Fair Political Practices Commission	Statements of Economic Interests	428 J Street, Suite 620 Sacramento, CA 95814 (866) 275-3772	www.fppc.ca.gov
State Personnel Board	Whistleblower Retaliation complaints	801 Capitol Mall Sacramento, CA 95814 (916) 653-0799	www.spb.ca.gov

5. CALIFORNIA LAWS

Legal Resource	Link
California Constitution and Laws	Website Link
Incompatible Activities – all employees	California Government Code (Section 19990)
Incompatible Adjuster Activities	Labor Code (Section 3219)
California Regulations	Website Link