

Overview of Executive Branch Ethics

1. Home

1.1 Home



Notes:

Welcome to the Overview of Executive Branch Ethics

1.2 Home page

Ethics Training

GETTING STARTED

Executive Branch Code of Ethics

General Standards of Conduct

Prohibited Conduct

Gifts

Solicitation and Endorsement

Outside Employment

Post Employment

Financial Disclosure

Final Thoughts

This course provides basic knowledge of the Executive Branch Code of Ethics.

The modules covered are listed to the left. Please review each module by clicking on the title. After you have completed each module, complete the acknowledgement form and submit to your supervisor.

Click the Getting Started tab to begin.

Notes:

This course provides basic knowledge of the Executive Branch Code of Ethics.

The modules covered are listed to the left. Please review each module by clicking on the title. After you have completed each module, complete the acknowledgement form and submit to your supervisor.

Click the Getting Started tab to begin.

2. Module 1: Executive Branch Code of Ethics

2.1 Executive Branch Code of Ethics

Executive Branch Code of Ethics

Module 1: Introduction – Executive Branch Code of Ethics

In an effort to improve honesty and integrity in state government, ethics education for employees is the primary goal of the Executive Branch Ethics Commission.

The Ethics Commission website, <http://ethics.ky.gov>, provides further resources such as advisory opinions, training class schedules, publications, and general guidance. The Commission staff is available to answer your questions and provide guidance. Each agency has a designated ethics officer who can also help you if you have further questions. You can find a list of agency ethics officers on our website.

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Module 1: Introduction - Executive Branch Code of Ethics

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2.2 Executive Branch Code of Ethics

Executive Branch Code of Ethics

This training covers the basics of the Executive Branch Code of Ethics, found in Kentucky Revised Statutes Chapter 11A. We will refer to this code as the Ethics Code. This training module does not replace the actual law, nor does it explain all of the ethical requirements of the Ethics Code or the statutes to which you are subject.

Applying the ethics laws can be complex and a basic understanding may not be enough to protect you from committing inadvertent and possibly career-ending violations. Every employee should attend in-person training given by the staff of the Commission or take the Commission's on-line training at least once during his or her service. This training is for elected officials, merit, and non-merit employees.

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2.3 Executive Branch Code of Ethics

Executive Branch Code of Ethics

The Ethics Code provides minimum standards for all public servants. Each executive branch agency may implement its own, more restrictive guidelines to be followed by its employees in addition to the Ethics Code. Therefore, be sure to review the state employee handbook as well as your agency's own policies.

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2.4 Executive Branch Code of Ethics

Executive Branch Code of Ethics

Who is covered by the Ethics Code?

All state officers and employees in the executive branch of state government are subject to the Ethics Code, which refers to these employees as “public servants.”

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2.5 Executive Branch Code of Ethics

Executive Branch Code of Ethics

WHO IS A PUBLIC SERVANT?

YOU ARE! Every employee of every executive branch agency is a public servant covered by the Ethics Code. You are responsible for knowing and complying with these laws. Some of the provisions of the Ethics Code *only* apply to what the Ethics Code refers to as “officers.”

Notes:

WHO IS A PUBLIC SERVANT?

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2.6 Executive Branch Code of Ethics

Executive Branch Code of Ethics

WHO IS AN OFFICER?

An officer is defined as the elected constitutional officers, such as the Governor, and major management personnel, including cabinet secretaries and commissioners, deputy secretaries and deputy commissioners, executive directors, general counsels, and division directors. Also, members of certain boards are also considered officers. Officers can be merit or non-merit employees depending on their job duties. Officers must file Statements of Financial Disclosure with the Commission and follow certain rules when they leave state government. However, most public servants are not officers. Ask your appointing authority if you are concerned whether you may be considered an officer.

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2.7 Question

(True/False, 10 points, 1 attempt permitted)

The Ethics Code only applies to elected officials. Is this statement True or False?

True

False



Correct	Choice
	True
X	False

Feedback when correct:

That's right! You selected the correct response.

The Ethics Code applies to all public servants, which includes elected officials.

Feedback when incorrect:

You did not select the correct response. The correct answer is False.

The Ethics Code applies to all public servants, which includes elected officials.

Notes:

The Ethics Code only applies to elected officials. Is this statement True or False?

2.8 Question

(True/False, 10 points, 1 attempt permitted)

My agency is allowed to establish policies that are more restrictive than the Ethics Code. Is this statement True or False?

True

False



Correct	Choice
X	True
	False

Feedback when correct:

That's right! You selected the correct response.

Each agency may develop its own policies that are more restrictive than the Ethics Code. The Ethics Code establishes minimum standards of conduct.

Feedback when incorrect:

You did not select the correct response. The correct answer is True.

Each agency may develop its own policies that are more restrictive than the Ethics Code. The Ethics Code establishes minimum standards of conduct.

2.9 Question

(True/False, 10 points, 1 attempt permitted)

Only non-merit employees are considered officers. Is this statement True or False?

True

False



Correct	Choice
	True
X	False

Feedback when correct:

That's right! You selected the correct response.

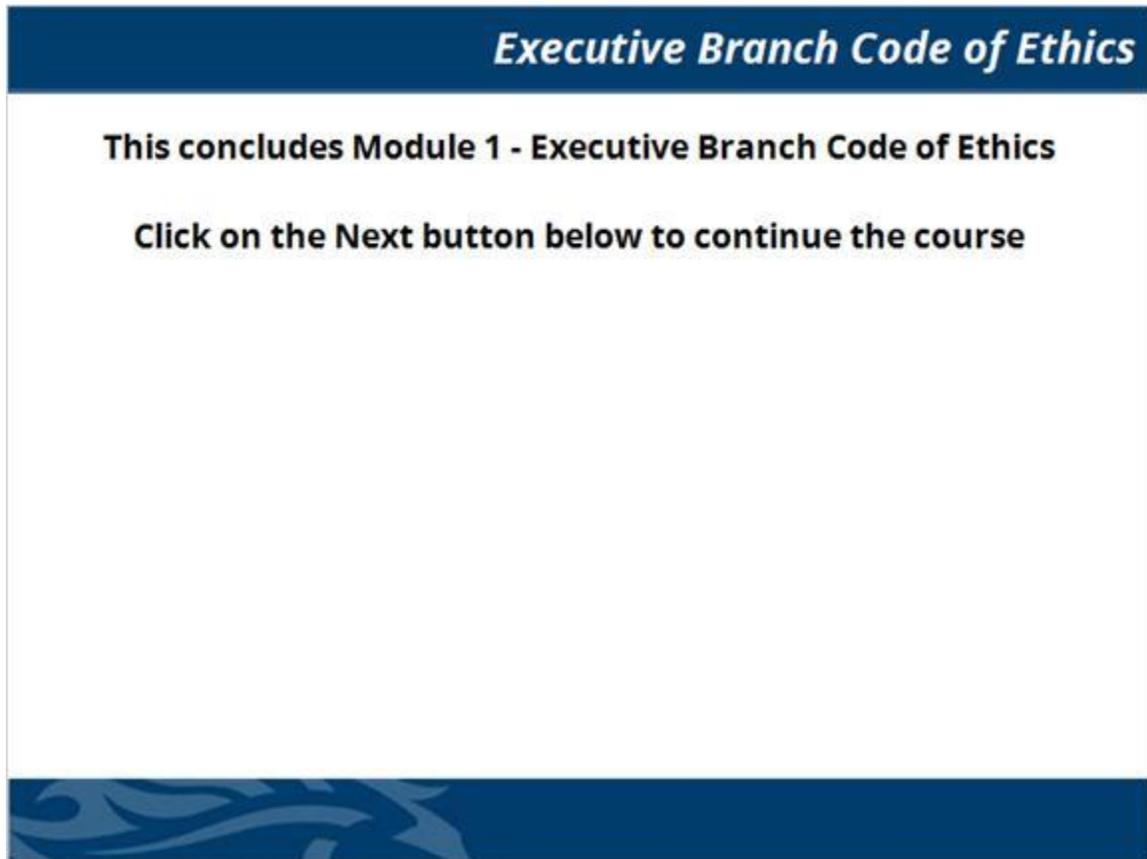
An officer is any public servant in a position of major management, which could be a merit position in a supervisory role with authority to hire and fire employees or make decisions concerning the expenditure of state funds.

Feedback when incorrect:

You did not select the correct response. The correct answer is False.

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2.10 Executive Branch Code of Ethics

A screenshot of a course completion screen. At the top, there is a dark blue header bar with the text "Executive Branch Code of Ethics" in white, italicized font. Below the header, the main content area is white and contains two lines of bold black text: "This concludes Module 1 - Executive Branch Code of Ethics" and "Click on the Next button below to continue the course". At the bottom of the screenshot, there is a dark blue footer bar with a white, stylized wave or flame-like graphic on the left side.

Notes:

This concludes Module 1 - Executive Branch Code of Ethics

Click on the Next button below to continue the course

3. Module 2: General Standards of Conduct

3.1 General Standards of Conduct

General Standards of Conduct

Module 2 – General Standards of Conduct

The citizens of the Commonwealth have a right to expect honesty from public servants and have confidence in their government. As a public servant, your goal should be to provide the public with the highest ethical standards of public service. Each one of us must exercise good judgment and common sense, as well as behave ethically.

- You must be independent and impartial;
- Your decisions must not be made outside the established processes of government;
- You should not use public office to obtain private benefits;
- Your actions should promote public confidence in the integrity of government;
- You should not engage or be involved in any activity which has the potential to become a conflict of interest with your state employment.

Notes:

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3.2 General Standards of Conduct

General Standards of Conduct

CONFLICTS OF INTEREST YOU, AS A PUBLIC SERVANT, MUST . . .

- Avoid all conduct which might in any way lead members of the general public to conclude that you are using your official position to further your professional or private interest; AND
- Disclose in writing to your supervisor the fact that you will abstain from action on an official decision in which you have or may have a personal or private interest before the matter is decided.

Your supervisor must then cause the decision on these matters to be made by an impartial third party. You should not be involved in any way concerning the matter.

Notes:

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3.3 General Standards of Conduct

General Standards of Conduct

WHEN SHOULD YOU ABSTAIN FROM A DECISION?

If you think you should abstain from action on an official decision, ask yourself these questions:

- Has your personal or private interest created a substantial threat to your independence of judgment?
- Will your participation have an effect on public confidence in the integrity of the executive branch?
- Is your participation likely to have any significant effect on the disposition of the matter?
- Will the official decision affect you in a manner differently from the public?

If you answered yes to any of these questions, you should abstain.

Notes:

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3.4 General Standards of Conduct

General Standards of Conduct

Finally, is there a need for your particular contribution, such as special knowledge of the subject matter, for the executive branch to function effectively?

If you answered yes to this question, you may be able to avoid abstaining.

WHEN IN DOUBT . . . ASK BEFORE YOU ACT!

Notes:

Finally, is there a need for your particular contribution, such as special knowledge of the subject matter, for the executive branch to function effectively?

If you answered yes to this question, you may be able to avoid abstaining.

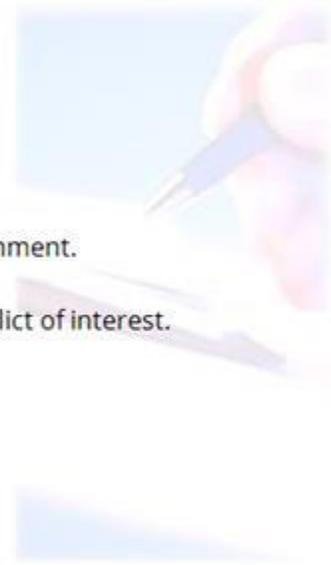
WHEN IN DOUBT . . . ASK BEFORE YOU ACT!

3.5 Question

(Multiple Choice, 10 points, 1 attempt permitted)

A public servant should:

- Be independent and impartial.
- Follow the established processes of government.
- Not use public office to obtain private benefits.
- Promote public confidence in the integrity of government.
- Not engage in any activity which could create a conflict of interest.
- All of the above.



Correct	Choice
	Be independent and impartial.
	Follow the established processes of government.
	Not use public office to obtain private benefits.
	Promote public confidence in the integrity of government.
	Not engage in any activity which could create a conflict of interest.
X	All of the above.

Feedback when correct:

That's right! You selected the correct response.

Following these principals will ensure that your conduct is in compliance with the Ethics Code.

Feedback when incorrect:

You did not select the correct response. The correct answer is All of the above.

Following these principals will ensure that your conduct is in compliance with the Ethics Code.

3.6 Question

(Multiple Choice, 10 points, 1 attempt permitted)

You have a conflict of interest concerning a matter involving your agency. You should abstain from being involved on a matter _____ your agency makes a decision on the matter. Please fill in the blank.

Before

After



Correct	Choice
X	Before
	After

Feedback when correct:

That's right! You selected the correct response.

Waiting to abstain after an official decision defeats the purpose of removing yourself from the decision-making. Your involvement in the official decision-making when you have a conflict of interest could result in the decision being reversed or overturned in the future.

Feedback when incorrect:

You did not select the correct response. The correct answer is before.

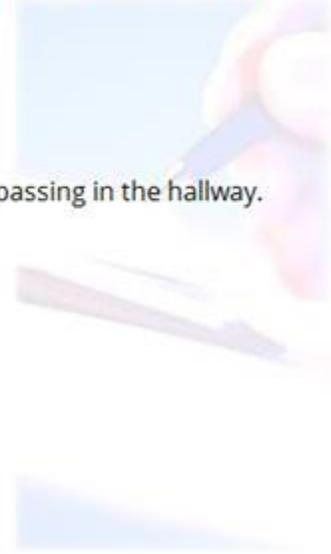
Waiting to abstain after an official decision defeats the purpose of removing yourself from the decision-making. Your involvement in the official decision-making when you have a conflict of interest could result in the decision being reversed or overturned in the future.

3.7 Question

(Multiple Choice, 10 points, 1 attempt permitted)

When you need to abstain from a matter because you have a conflict of interest, you should do which of the following:

- Tell your co-worker verbally while on the elevator.
- Mutter under your breath to your supervisor while passing in the hallway.
- Inform your supervisor in writing.



Correct	Choice
	Tell your co-worker verbally while on the elevator.
	Mutter under your breath to your supervisor while passing in the hallway.
X	Inform your supervisor in writing.

Feedback when correct:

That's right! You selected the correct response.

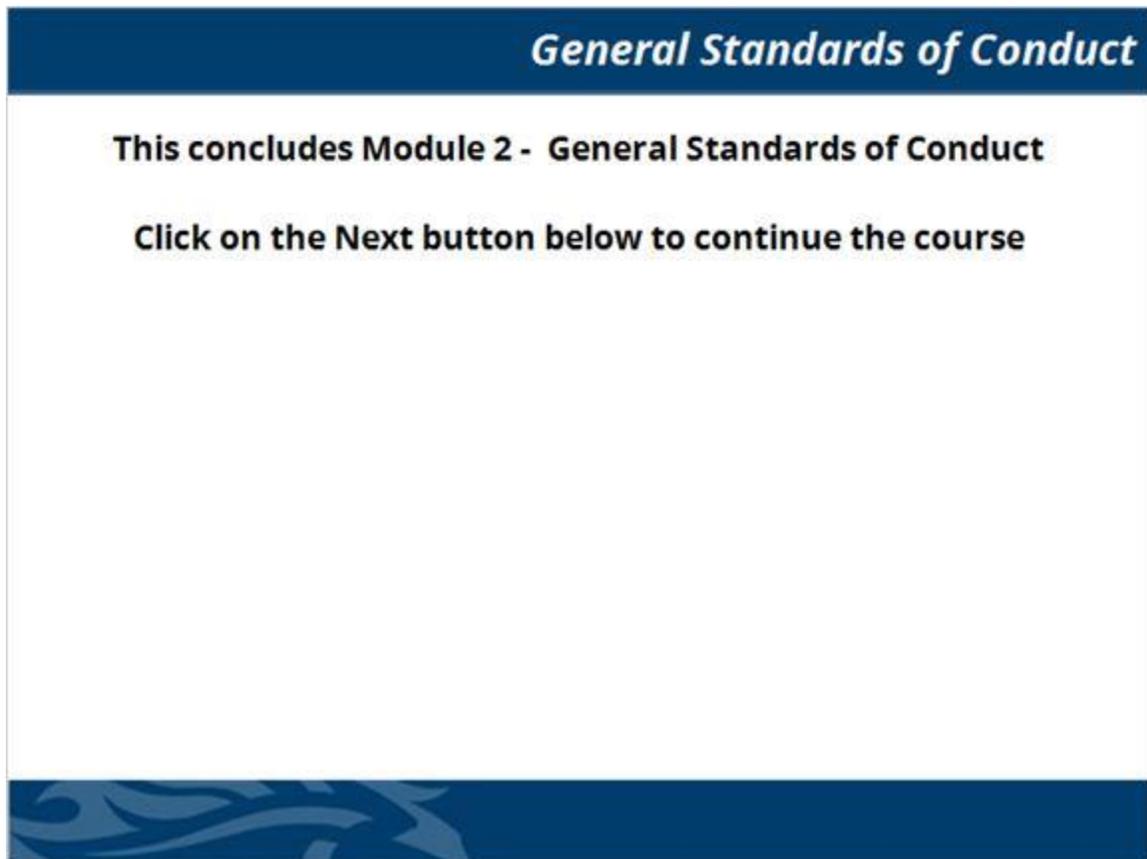
Disclose in writing to your supervisor the fact that you will abstain from action on an official decision in which you have or may have a personal or private interest before the matter is decided. Your supervisor must then cause the decision on these matters to be made by an impartial third party. You should not be involved in any way concerning the matter.

Feedback when incorrect:

You did not select the correct response. The correct answer is inform your supervisor in writing.

Disclose in writing to your supervisor the fact that you will abstain from action on an official decision in which you have or may have a personal or private interest before the matter is decided. Your supervisor must then cause the decision on these matters to be made by an impartial third party. You should not be involved in any way concerning the matter.

3.8 General Standards of Conduct



General Standards of Conduct

This concludes Module 2 - General Standards of Conduct

Click on the Next button below to continue the course

Notes:

This concludes Module 2, General Standards of Conduct

Click on the Next button below to continue the course

4. Module 3: Prohibited Conduct

4.1 Prohibited Conduct

Prohibited Conduct

Module 3 – Prohibited Conduct
As a public servant, you must never engage in certain conduct no matter the situation.

YOU, AS A PUBLIC SERVANT, SHALL NOT . . .

- Use or attempt to use your influence in any matter which involves a substantial conflict between your personal or private interest and your duties in the public interest;
- Use or attempt to use any means to influence a public agency in derogation of the state;
- Use your official position or office to obtain financial gain for yourself or any members of your family; OR
- Use or attempt to use your official position to secure or create privileges, exemptions, advantages, or treatment for yourself or others in derogation of the public interest.

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Module 3 - Prohibited Conduct

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- Use or attempt to use your official position to secure or create privileges, exemptions, advantages, or treatment for yourself or others in derogation of the public interest.

4.2 Prohibited Conduct

Prohibited Conduct

Here are some examples of conduct that could violate the Ethics Code:

- You seek other employment or contracting services for yourself by the use of your office or position;
- You influence your agency's official decisions concerning your close friends or family members;
- You misuse state time, equipment, personnel, facilities or other state resources for private business or political purposes; and
- You solicit, sell to, or otherwise engage in a financial transaction with a subordinate or a person you supervise, or with a person or business that does business with or is regulated by the agency you work for if the economic benefit to you is greater than \$50 in one calendar year.

Notes:

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4.3 Prohibited Conduct

Prohibited Conduct

ENDORSEMENTS

When you are acting on behalf of your agency, you should take great care not to appear that you are endorsing or promoting a specific product or company. You should not actively endorse or promote a company when no corresponding public benefit to the citizens of the Commonwealth, or to the state's economic development, will occur.

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When you are acting on behalf of your agency, you should take great care not to appear that you are endorsing or promoting a specific product or company. You should not actively endorse or promote a company when no corresponding public benefit to the citizens of the Commonwealth, or to the state's economic development, will occur.

4.4 Prohibited Conduct

Prohibited Conduct

PREFERENTIAL TREATMENT

You should take care to avoid taking part in official decisions concerning your family members or close friends. Not only does this present a conflict of interest as mentioned during the last section, but could violate the provisions concerning prohibited conduct. A family member of a public servant is not prohibited from employment in the same state agency as the public servant. However, you may not influence in any way the employment, appointment, promotion, transfer, or advancement of a family member to a position that you directly supervise or manage.

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You should take care to avoid taking part in official decisions concerning your family members or close friends. Not only does this present a conflict of interest as mentioned during the last section, but could violate the provisions concerning prohibited conduct. A family member of a public servant is not prohibited from employment in the same state agency as the public servant. However, you may not influence in any way the employment, appointment, promotion, transfer, or advancement of a family member to a position that you directly supervise or manage.

4.5 Prohibited Conduct

Prohibited Conduct

“Family” includes your spouse, children, parents, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

You should abstain from being involved in an interview, recommendation, or approval involving a family member for positions within your agency that you supervise as part of your official duties. You should also abstain from any decisions concerning a close, personal friend. Such involvement could create a conflict of interest for you. You should ensure that such decisions are made by another person within the agency and should avoid any involvement.

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“Family” includes your spouse, children, parents, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

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4.6 Prohibited Conduct

Prohibited Conduct

ABUSE OF STATE TIME AND RESOURCES

You are prohibited from misusing state time as well as state resources such as vehicles, office space, office equipment, computers, internet, cell phones, and email. Oftentimes, it can be difficult for you to completely avoid using state resources for your personal use, but you should use your best efforts to avoid using state resources for your own uses. Public servants who are discovered to have grossly overused state resources and work time to conduct personal and private business for profit will be investigated by the Commission for a possible violation of the Ethics Code. The public's confidence in the Executive Branch is destroyed when these abuses come to light. We all must be mindful not to abuse state resources in our everyday activities.

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4.7 Question

(True/False, 10 points, 1 attempt permitted)

Your brother wants to apply for a position with your agency. The position would be in your department, but you do not supervise the position. You should tell your brother not to apply for the position because two family members cannot work for the same agency. Is this statement True or False?

True

False

Correct	Choice
	True
X	False

Feedback when correct:

That's right! You selected the correct response.

Family members may work in the same agency as long as certain precautions are taken.

Feedback when incorrect:

You did not select the correct response. The correct answer is False.

Family members may work in the same agency as long as certain precautions are taken.

4.8 Question

(Multiple Choice, 0 points, 1 attempt permitted)

You are asked by your supervisor to sit on the interview panel for a position in your division. You find out later that your best friend and the godmother to your children will be applying for the job. You inform your supervisor, but your supervisor tells you that it's okay for you to be on the panel because she believes you can be fair and impartial. You should:

- Agree to be on the interview panel because your supervisor directed you to do so.
- Respectfully decline your supervisor's offer and abstain in writing to her.
- Sit on the interview panel, but refrain from giving your opinion about your friend's interview.

Correct	Choice
	Agree to be on the interview panel because your supervisor directed you to do so.
X	Respectfully decline your supervisor's offer and abstain in writing to her.
	Sit on the interview panel, but refrain from giving your opinion about your friend's interview.

Feedback when correct:

That's right! You selected the correct response.

You should abstain from being involved with any decision-making concerning a close, personal friend. Your supervisor cannot direct you to engage in conduct that could be in violation of the Ethics Code.

Feedback when incorrect:

You did not select the correct response. The correct answer is respectfully decline your supervisor's offer and abstain in writing to her.

You should abstain from being involved with any decision-making concerning a close, personal friend. Your supervisor cannot direct you to engage in conduct that could be in violation of the Ethics Code.

4.9 Question

(Multiple Choice, 10 points, 1 attempt permitted)

Your agency purchased new computers last year. The old computers are discarded in a storage area in your agency. You watch the computers collect dust. Your home computer crashes. Which of the following would be acceptable?

- You take a computer home. No one will notice.
- You "borrow" a computer to use at home until you can buy a new one.
- Maybe you will bring work home every once in a while to justify having it at home.
- You leave the computers to collect dust.

Correct	Choice
	You take a computer home. No one will notice.
	You "borrow" a computer to use at home until you can buy a new one. Maybe you will bring work home every once in a while to justify having it at home.
X	You leave the computers to collect dust.

Feedback when correct:

That's right! You selected the correct response.

Any item purchased with state funds should be disposed of according to the established processes of government. Used computers and equipment should be sent to surplus property

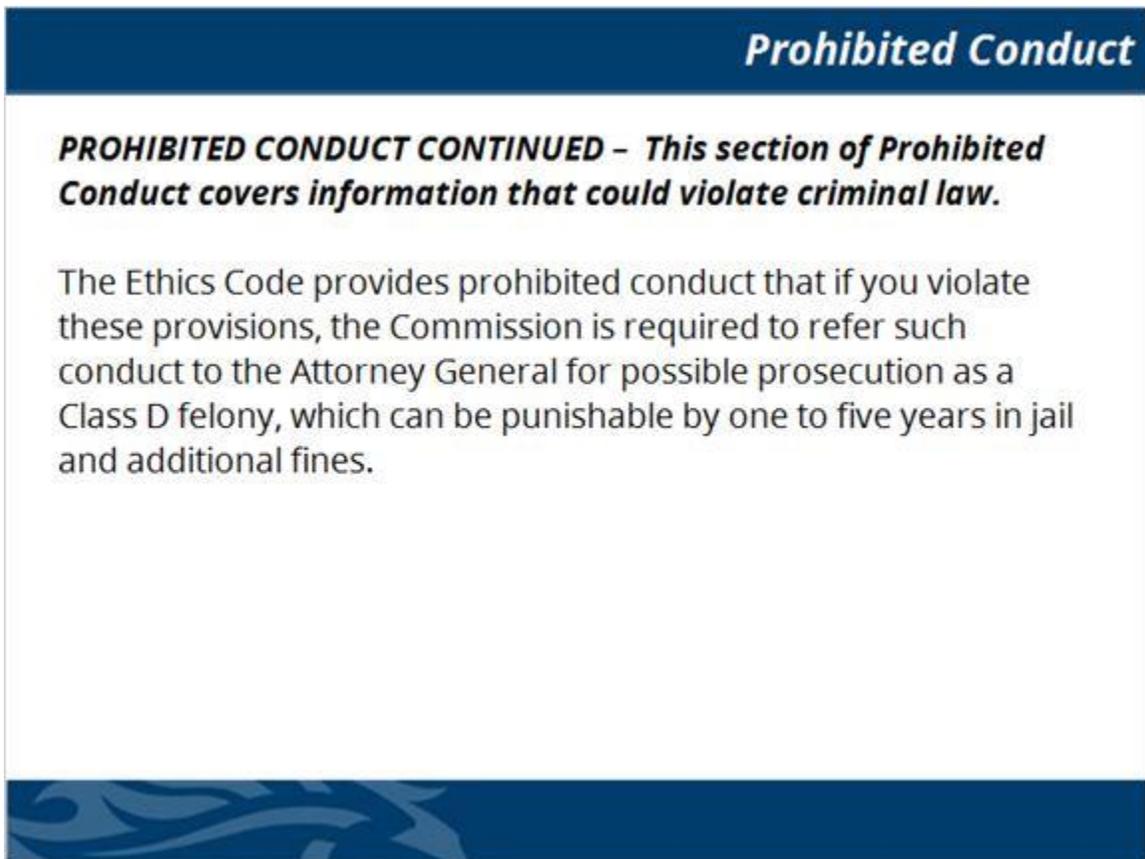
and not used by you for your personal enjoyment even if you believe your agency has abandoned the equipment.

Feedback when incorrect:

You did not select the correct response. The correct answer is you leave the computers to collect dust.

Any item purchased with state funds should be disposed of according to the established processes of government. Used computers and equipment should be sent to surplus property and not used by you for your personal enjoyment even if you believe your agency has abandoned the equipment.

4.10 Prohibited Conduct - Continued



Prohibited Conduct

PROHIBITED CONDUCT CONTINUED – This section of Prohibited Conduct covers information that could violate criminal law.

The Ethics Code provides prohibited conduct that if you violate these provisions, the Commission is required to refer such conduct to the Attorney General for possible prosecution as a Class D felony, which can be punishable by one to five years in jail and additional fines.

Notes:

PROHIBITED CONDUCT CONTINUED - This section of Prohibited Conduct covers information that could violate criminal law.

The Ethics Code provides prohibited conduct that if you violate these provisions, the Commission is required to refer such conduct to the Attorney General for possible prosecution as a Class D felony, which can be punishable by one to five years in jail and additional fines.

4.11 Prohibited Conduct - Continued

Prohibited Conduct

AS A PUBLIC SERVANT, YOU SHALL NOT KNOWINGLY . . .

- Disclose or use confidential information acquired in the course of your official duties, when you use the information for your own economic interests.
- Receive, directly or indirectly, any interest or profit arising from the use or loan of public funds in your hands or to be raised through any state agency.
- Act as a representative or agent for the Commonwealth or any agency in the transaction of any business or regulatory action with yourself, or any business in which you or a member of your family has any interest greater than 5% of the total value thereof.
- Hold, bid on, negotiate or enjoy, in whole or in part, any contract, lease, sale, or purchase made, entered into, awarded, or granted by the agency by which you are employed.
- Accept compensation, other than that provided by law for public servants, for performance of your official duties without the prior approval of the Commission.

Notes:

AS A PUBLIC SERVANT, YOU SHALL NOT KNOWINGLY . . .

- Disclose or use confidential information acquired in the course of your official duties, when you use the information for your own economic interests.
- Receive, directly or indirectly, any interest or profit arising from the use or loan of public funds in your hands or to be raised through any state agency.
- Act as a representative or agent for the Commonwealth or any agency in the transaction of any business or regulatory action with yourself, or any business in which you or a member of your family has any interest greater than 5% of the total value thereof.
- Hold, bid on, negotiate or enjoy, in whole or in part, any contract, lease, sale, or purchase made, entered into,

awarded, or granted by the agency by which you are employed.

- Accept compensation, other than that provided by law for public servants, for performance of your official duties without the prior approval of the Commission.

4.12 Prohibited Conduct - Continued

Prohibited Conduct

CONFIDENTIAL INFORMATION

You may encounter confidential information during the course of your duties with the state. Your duty is to maintain the confidentiality of that information while at work and on your personal time even after you leave state employment. You must be very careful not to use the confidential information you learn at work for your own personal gain.

Notes:

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4.13 Prohibited Conduct - Continued

Prohibited Conduct

STOCK OWNERSHIP

You and your immediate family should not own an interest of 5% or more of an entity that does business with or is regulated by your agency, unless the stock or other interest is purchased exclusively through participation in a publicly traded mutual fund.

Notes:

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You and your immediate family should not own an interest of 5% or more of an entity that does business with or is regulated by your agency, unless the stock or other interest is purchased exclusively through participation in a publicly traded mutual fund.

4.14 Prohibited Conduct - Continued

Prohibited Conduct

REPRESENTING THE COMMONWEALTH

You must not knowingly act as a representative of the state in the transaction of any business or regulatory matters with any business which you or a member of your family owns more than 5%.

Notes:

REPRESENTING THE COMMONWEALTH

You must not knowingly act as a representative of the state in the transaction of any business or regulatory matters with any business which you or a member of your family owns more than 5%.

4.15 Prohibited Conduct - Continued

Prohibited Conduct

CONTRACTS WITH THE COMMONWEALTH

You and your spouse, or a business that you or your spouse own at least 5%, must not knowingly have any agreement or contract with your own agency. This includes contracts that are awarded through a competitive bid process and also grants that are awarded by state agencies. This provision does not apply to agreements made pursuant to eminent domain, those involving funds disbursed through entitlement funds, sales of craft items to a state park by designated craft persons, or purchases from a state agency that are available to the public. You may enter into contracts and agreements with other state agencies as long as you comply with the Model Procurement Code in KRS Chapter 45A.

Notes:

CONTRACTS WITH THE COMMONWEALTH

You and your spouse, or a business that you or your spouse own at least 5%, must not knowingly have any agreement or contract with your own agency. This includes contracts that are awarded through a competitive bid process and also grants that are awarded by state agencies. This provision does not apply to agreements made pursuant to eminent domain, those involving funds disbursed through entitlement funds, sales of craft items to a state park by designated craft persons, or purchases from a state agency that are available to the public. You may enter into contracts and agreements with other state agencies as long as you comply with the Model Procurement Code in KRS Chapter 45A.

4.16 Prohibited Conduct - Continued

Prohibited Conduct

ADDITIONAL COMPENSATION

You are provided a salary to perform your job duties. Without the approval of the Commission, you must not accept additional compensation, other than state salary, for performance of your official duties. You are permitted to accept compensation for providing a service which is not a part of your official duty directed by your supervisor. Such service must be performed on your own time and without the use of state resources.

Notes:

ADDITIONAL COMPENSATION

You are provided a salary to perform your job duties. Without the approval of the Commission, you must not accept additional compensation, other than state salary, for performance of your official duties. You are permitted to accept compensation for providing a service which is not a part of your official duty directed by your supervisor. Such service must be performed on your own time and without the use of state resources.

4.17 Question

(Multiple Choice, 10 points, 1 attempt permitted)

You provide services to clients through your state employment. A family member of one of your clients sends you a thank you note praising you for the thoughtful services you provided your client. The note contains a \$100 bill. You should:

- Notify your supervisor that you received the note with the money and return the cash to the family member being sure to make a record that you returned it.
- Burn the note with the money to cover it up.
- Keep the \$100 bill. No one will know because it was cash.
- Donate the money to charity.

Correct	Choice
X	Notify your supervisor that you received the note with the money and return the cash to the family member being sure to make a record that you returned it.
	Burn the note with the money to cover it up.
	Keep the \$100 bill. No one will know because it was cash.
	Donate the money to charity.

Feedback when correct:

That's right! You selected the correct response.

You cannot accept additional compensation for performing your job duties. You should return the money as soon as possible to the family member. Notifying your supervisor and creating the

record of the return ensures that you are protected from any misunderstandings that may arise at a later time.

Feedback when incorrect:

You did not select the correct response. The correct answer is notify your supervisor that you received the note with the money and return the case to the family member being sure to make a record that you returned it.

You cannot accept additional compensation for performing your job duties. You should return the money as soon as possible to the family member. Notifying your supervisor and creating the record of the return ensures that you are protected from any misunderstandings that may arise at a later time.

4.18 Question

(Multiple Choice, 10 points, 1 attempt permitted)

You are new to state government. You own 20% stock in a company regulated by your agency. What should you do?

- Keep the stock.
- Sell at least 16% of the stock.
- Give at least 16% of the stock to your daughter.



Correct	Choice
	Keep the stock.
X	Sell at least 16% of the stock.
	Give at least 16% of the stock to your daughter.

Feedback when correct:

That's right! You selected the correct response.

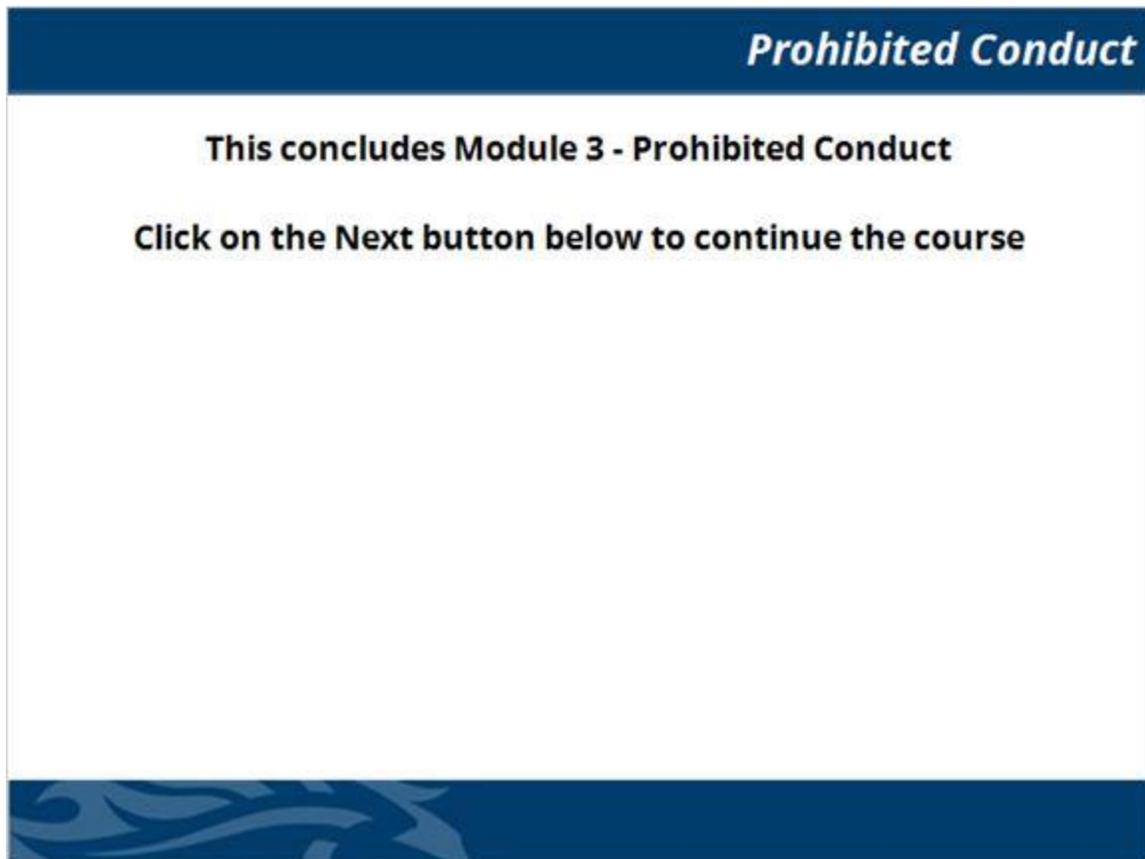
You and your immediate family should not own an interest of 5% or more of an entity that does business with or is regulated by your agency, unless the stock or other interest is purchased exclusively through participation in a publicly traded mutual fund. You must divest yourself of any interest in stock of 5% or greater that you own in a company your agency regulates.

Feedback when incorrect:

You did not select the correct response. The correct answer is sell at least 16% of the stock.

You and your immediate family should not own an interest of 5% or more of an entity that does business with or is regulated by your agency, unless the stock or other interest is purchased exclusively through participation in a publicly traded mutual fund. You must divest yourself of any interest in stock of 5% or greater that you own in a company your agency regulates.

4.19 Prohibited Conduct - Continued



Prohibited Conduct

This concludes Module 3 - Prohibited Conduct

Click on the Next button below to continue the course

Notes:

This concludes Module 3 - Prohibited Conduct

Click on the Next button below to continue the course

5. Module 4 - Gifts

5.1 Gifts

Gifts

Module 4 - Gifts

You, your spouse, and your dependent child must not accept gifts or a gratuity totaling more than \$25 in a single calendar year from any person or business that does business with, is regulated by, is seeking grants from, is involved in litigation against, or is lobbying or attempting to influence the actions of your agency. This also applies to a group or association that has as its primary purpose the representation of such persons or businesses. When you accept such gifts, you may be creating a conflict of interest and may damage public's confidence in the Executive Branch. Moreover, acceptance of gifts violates the Ethics Code.

Notes:

Module 4 - Gifts

You, your spouse, and your dependent child must not accept gifts or a gratuity totaling more than \$25 in a single calendar year from any person or business that does business with, is regulated by, is seeking grants from, is involved in litigation against, or is lobbying or attempting to influence the actions of your agency. This also applies to a group or association that has as its primary purpose the representation of such persons or businesses. When you accept such gifts, you may be creating a conflict of interest and may damage public's confidence in the Executive Branch. Moreover, acceptance of gifts violates the Ethics Code.

5.2 Gifts

Gifts

Gifts **ARE:**

- Payments
- Loans
- Subscriptions
- Advances
- Travel Expenses
- Deposits of money
- Meals
- Services
- Anything of value, unless consideration of equal or greater value is paid by you in exchange for the item or service

Notes:

Gifts ARE:

- Payments
- Loans
- Subscriptions
- Advances
- Travel Expenses
- Deposits of money
- Meals
- Services
- Anything of value, unless consideration of equal or greater value is paid by you in exchange for the item or service

5.3 Gifts

Gifts

Gifts **ARE NOT:**

- From family members;
- From campaign contributors, so long as the donation complies with campaign finance laws;
- Door prizes available to the public; and
- Tickets for admission to sporting events **if** you pay face value for such tickets or admission.

If you are given a gift that you cannot accept, you should return the gift to the gift-giver, if you can, or pay the gift-giver the market value of the gift.

If you cannot return or pay for the gift, you should donate the gift to charity or destroy the gift. However you decide to dispose of the gift, you should document your actions in writing to your appointing authority.

Notes:

Gifts ARE NOT:

- From family members;
- From campaign contributors, so long as the donation complies with campaign finance laws;
- Door prizes available to the public; and
- Tickets for admission to sporting events if you pay face value for such tickets or admission.

If you are given a gift that you cannot accept, you should return the gift to the gift-giver, if you can, or pay the gift-giver the market value of the gift.

If you cannot return or pay for the gift, you should donate the gift to charity or destroy the gift. However you decide to dispose of the gift, you should document your actions in writing to your appointing authority.

5.4 Question

(Multiple Choice, 10 points, 1 attempt permitted)

You receive a honey baked ham for the holidays from a vendor of your agency. The ham is worth \$150. The ham is addressed to you alone. What should you NOT do?

- Set the ham on the conference room table at the office. Send an email to all 50 employees in the agency telling them to come enjoy the ham being sure to email the ethics officer and the agency head.
- Return the ham to the vendor with a note on agency letterhead explaining that you cannot accept this generous gift, but hope that the vendor's staff can enjoy it, being sure to make a copy of the note for your official records.
- Donate the ham to charity, being sure to send an email to your agency head informing her of the donation.
- Take the ham home. Honey baked ham is your favorite.

Correct	Choice
	Set the ham on the conference room table at the office. Send an email to all 50 employees in the agency telling them to come enjoy the ham being sure to email the ethics officer and the agency head.
	Return the ham to the vendor with a note on agency letterhead explaining that you cannot accept this generous gift, but hope that the vendor's staff can enjoy it, being sure to make a copy of the note for your official records.
	Donate the ham to charity, being sure to send an email to your agency head informing her of the donation.

X

Take the ham home. Honey baked ham is your favorite.

Feedback when correct:

That's right! You selected the correct response.

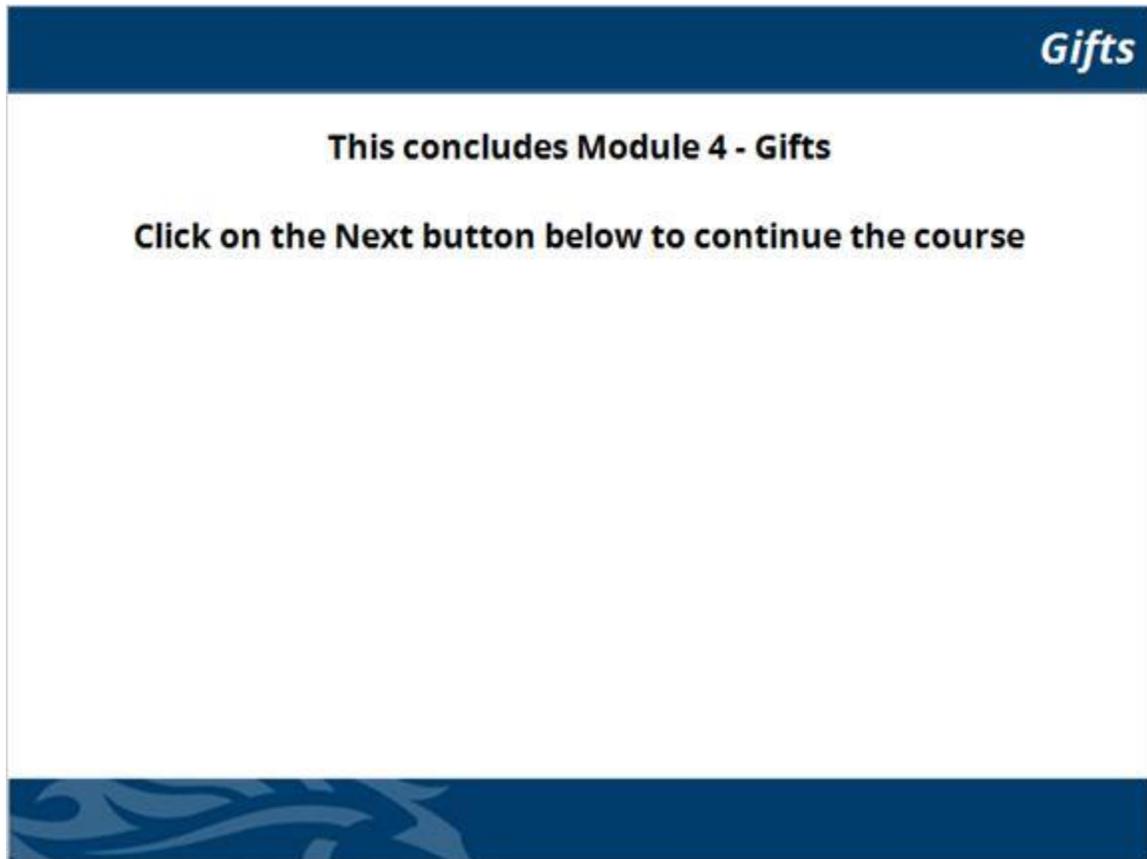
The ham is worth more than \$25 and is from a business that does business with your agency. Therefore, you cannot keep the ham for yourself. However, you may share the ham with the employees of your agency as long as the value of the ham does not exceed \$25 per person, you may return the ham to the vendor, or donate it to charity. However you decide to dispose of the gift, you need to keep a written record for your agency.

Feedback when incorrect:

You did not select the correct response. The correct answer is take the ham home. Honey baked ham is your favorite.

The ham is worth more than \$25 and is from a business that does business with your agency. Therefore, you cannot keep the ham for yourself. However, you may share the ham with the employees of your agency as long as the value of the ham does not exceed \$25 per person, you may return the ham to the vendor, or donate it to charity. However you decide to dispose of the gift, you need to keep a written record for your agency.

5.5 Gifts



The screenshot shows a course completion screen. At the top right, the word "Gifts" is displayed in white on a dark blue background. The main content area is white and contains the text "This concludes Module 4 - Gifts" and "Click on the Next button below to continue the course". At the bottom of the screenshot, there is a dark blue decorative footer with a white pattern.

Notes:

This concludes Module 4 - Gifts

Click on the Next button below to continue the course

6. Module 5 - Solicitation and Endorsement

6.1 Solicitation and Endorsement

Solicitation and Endorsement

Module 5 – Solicitation and Endorsement

You should not solicit or receive donations of money, goods, or services, or accept donations, from persons or businesses that do business with or are regulated by your agency, unless the solicitation is to raise funds for a charitable, nonprofit organization. An executive branch agency is not prohibited from soliciting corporate donations for state-sponsored programs such as the KECC campaign.

Notes:

Module 5 - Solicitation and Endorsement

You should not solicit or receive donations of money, goods, or services, or accept donations, from persons or businesses that do business with or are regulated by your agency, unless the solicitation is to raise funds for a charitable, nonprofit organization. An executive branch agency is not prohibited from soliciting corporate donations for state-sponsored programs such as the KECC campaign.

6.2 Solicitation and Endorsement

Solicitation and Endorsement

When soliciting funds for KECC, employees should keep in mind that:

- All funds donated as a result of such solicitation **must** be provided directly to KECC.
- Public acknowledgement of a corporate donor to KECC is **not** permissible if the acknowledgment appears to be an endorsement of the donor by the state.
- The appearance of impropriety may still exist even if the Ethics Code permits such solicitation. Agencies and public servants should remain mindful of conflicts of interest when conducting fundraising activities for KECC.

Notes:

When soliciting funds for KECC, employees should keep in mind that:

- All funds donated as a result of such solicitation must be provided directly to KECC.
- Public acknowledgement of a corporate donor to KECC is not permissible if the acknowledgment appears to be an endorsement of the donor by the state.
- The appearance of impropriety may still exist even if the Ethics Code permits such solicitation. Agencies and public servants should remain mindful of conflicts of interest when conducting fundraising activities for KECC.

6.3 Question

(True/False, 10 points, 1 attempt permitted)

Your agency is conducting a fundraiser for the KECC campaign. A vendor of your agency agrees to participate by providing food and goods for the event as long as the vendor receives 10% of the funds raised. This is acceptable because the 10% would be used by the vendor to cover its expenses. Is this statement True or False?

True

False

Correct	Choice
	True
X	False

Feedback when correct:

That's right! You selected the correct response.

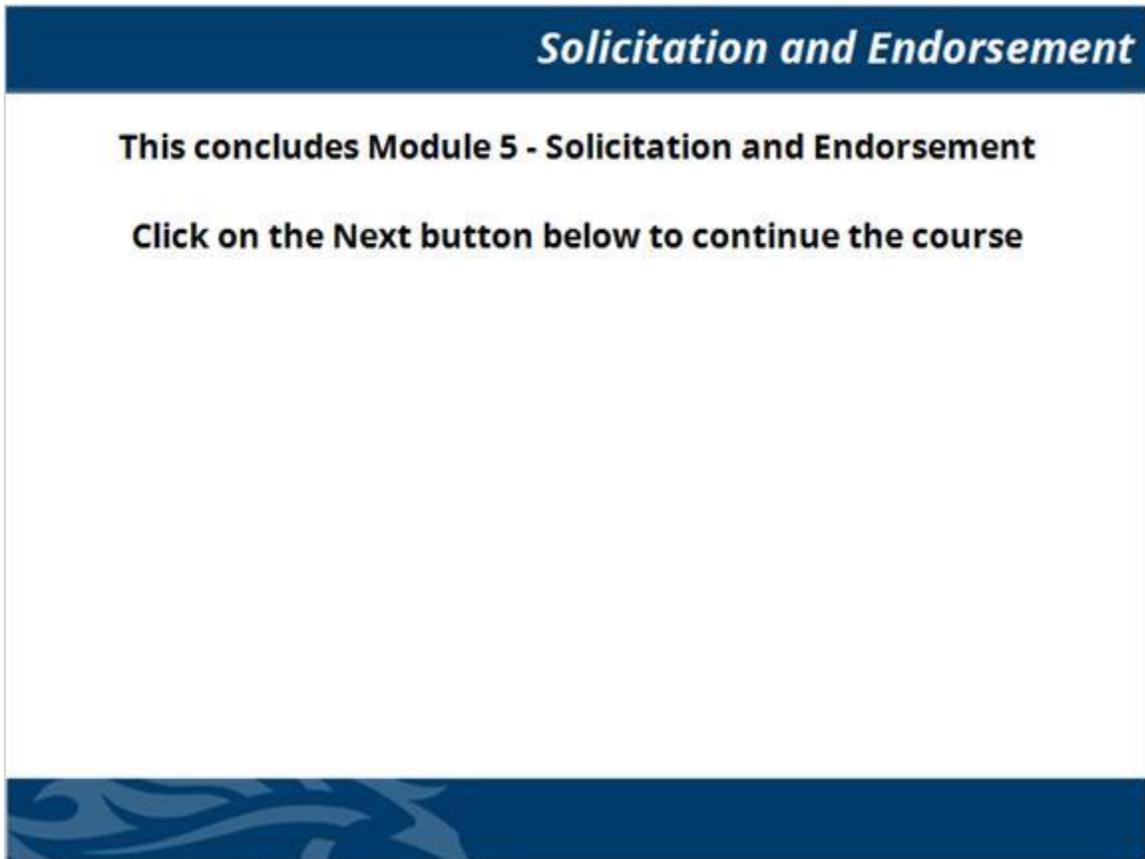
All funds raised through a fundraising campaign must be donated to the non-profit charity. The vendor is responsible for its own expenses.

Feedback when incorrect:

You did not select the correct response. The correct answer is False.

All funds raised through a fundraising campaign must be donated to the non-profit charity. The vendor is responsible for its own expenses.

6.4 Solicitation and Endorsement



Solicitation and Endorsement

This concludes Module 5 - Solicitation and Endorsement

Click on the Next button below to continue the course

Notes:

This concludes Module 5 - Solicitation and Endorsement

Click on the Next button below to continue the course

7. Module 6 - Outside Employment

7.1 Outside Employment

Outside Employment

Module 6 – Outside Employment

Public servants may engage in outside employment. You must remember that your state employment is your primary employment and should take priority. You must notify your supervisor prior to taking on outside employment. You must also be careful not to use state time and resources to engage in outside employment. With the permission and approval of your supervisor, you may occasionally use annual leave and compensatory time to engage in outside employment. The use of sick leave to participate in outside employment is strictly prohibited.

Notes:

Module 6 - Outside Employment

Public servants may engage in outside employment. You must remember that your state employment is your primary employment and should take priority. You must notify your supervisor prior to taking on outside employment. You must also be careful not to use state time and resources to engage in outside employment. With the permission and approval of your supervisor, you may occasionally use annual leave and compensatory time to engage in outside employment. The use of sick leave to participate in outside employment is strictly prohibited.

7.2 Outside Employment

Outside Employment

You are prohibited from accepting outside employment from any person or business that does business with or is regulated by your agency unless the outside employment is approved by your appointing authority. To obtain approval for such outside employment, you must submit a statement to your appointing authority affirming that you are not involved in any decisions concerning the outside employer. Your appointing authority may not approve the outside employment if you are involved in any matters concerning the outside employer.

Notes:

You are prohibited from accepting outside employment from any person or business that does business with or is regulated by your agency unless the outside employment is approved by your appointing authority. To obtain approval for such outside employment, you must submit a statement to your appointing authority affirming that you are not involved in any decisions concerning the outside employer. Your appointing authority may not approve the outside employment if you are involved in any matters concerning the outside employer.

7.3 Outside Employment

Outside Employment

It is up to your agency to approve or deny your request to participate in outside employment. Your agency may have a form designated for this purpose. Check your agency's policies or with your supervisor if you intend to seek outside employment.

Your agency may establish more restrictive outside employment policies than prescribed by the Ethics Code.

Notes:

It is up to your agency to approve or deny your request to participate in outside employment. Your agency may have a form designated for this purpose. Check your agency's policies or with your supervisor if you intend to seek outside employment.

Your agency may establish more restrictive outside employment policies than prescribed by the Ethics Code.

7.4 Question

(True/False, 10 points, 1 attempt permitted)

You are granted permission to work at a department store on the weekends. The store manager asks you to fill in during the week for a few days. You could really use the extra cash, but the only leave time you have available to use is sick leave. The store manager tells you just to call in sick to your state job and work at the store. You earned the leave time; you can use it any way you choose. Is this statement True or False?

True

False

Correct	Choice
	True
X	False

Feedback when correct:

That's right! You selected the correct response.

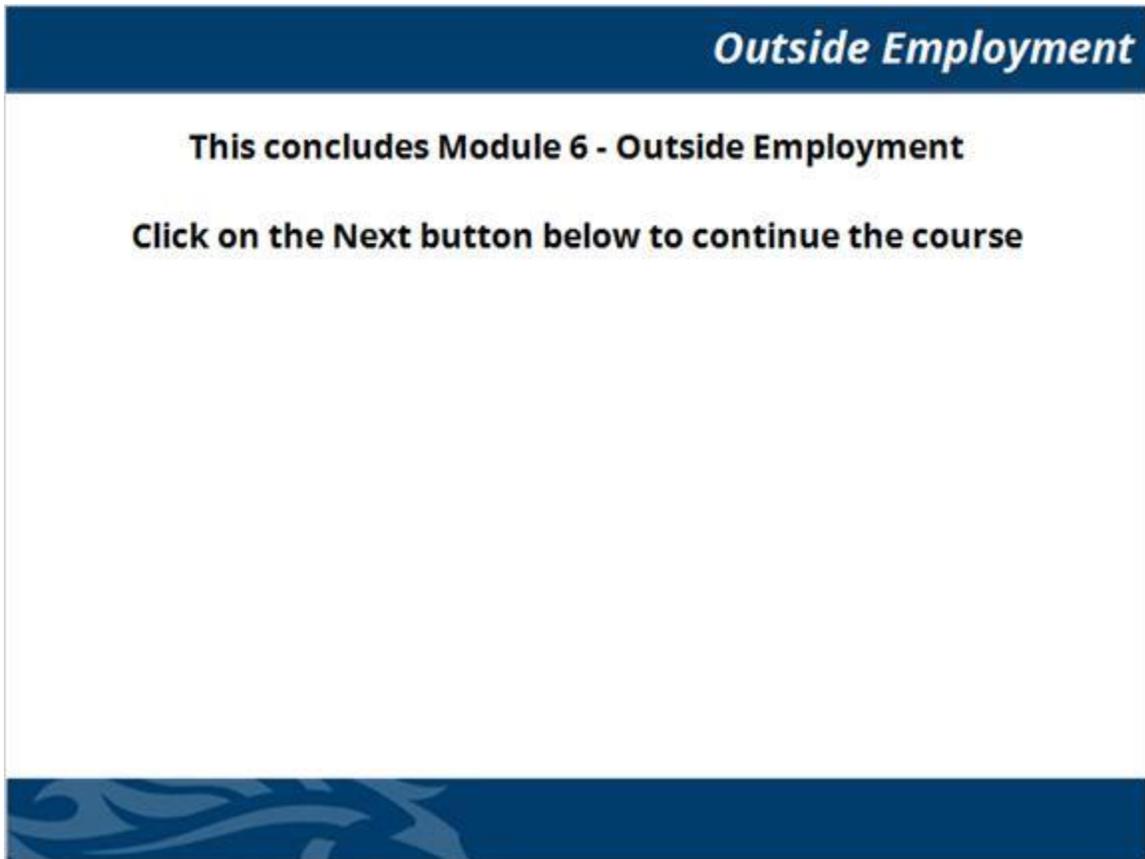
You cannot use sick leave to work another job. Sick leave must only be used in accordance with the State's leave policies, which does not include working another job.

Feedback when incorrect:

You did not select the correct response. The correct answer is False.

You cannot use sick leave to work another job. Sick leave must only be used in accordance with the State's leave policies, which does not include working another job.

7.5 Outside Employment

A screenshot of a course completion screen. At the top, there is a dark blue header with the text "Outside Employment" in white, italicized font. Below the header, the main content area is white and contains two lines of bold black text: "This concludes Module 6 - Outside Employment" and "Click on the Next button below to continue the course". At the bottom of the screenshot, there is a dark blue footer with a white, stylized graphic element.

Notes:

This concludes Module 6 - Outside Employment

Click on the Next button below to continue the course

8. Module 7 - Post Employment

8.1 Post Employment

Post Employment

Module 7 – Post Employment

ALL PUBLIC SERVANTS

You shall not within 1 year of leaving employment act as a lobbyist or represent a person or business in matters in which you were directly involved during the last 3 years of your service.

"Represent" means to

- Attend an agency proceeding;
- Write a letter; or
- Communicate with a public servant of an agency on behalf of someone else.

Notes:

Module 7 - Post Employment

ALL PUBLIC SERVANTS

You shall not within 1 year of leaving employment act as a lobbyist or represent a person or business in matters in which you were directly involved during the last 3 years of your service.

"Represent" means to

- Attend an agency proceeding;
- Write a letter; or
- Communicate with a public servant of an agency on behalf of someone else.

8.2 Post Employment

Post Employment

OFFICERS ONLY

An Officer shall not within 6 months of leaving employment:

- Benefit from or enter into a contract or agreement with his former agency except for contracts relating to eminent domain, entitlement programs, or purchases available to the public or to former officers of the Department of Public Advocacy who continue to represent clients.

Notes:

OFFICERS ONLY

An Officer shall not within 6 months of leaving employment:

- Benefit from or enter into a contract or agreement with his former agency except for contracts relating to eminent domain, entitlement programs, or purchases available to the public or to former officers of the Department of Public Advocacy who continue to represent clients.

8.3 Post Employment

Post Employment

An Officer shall not within 6 months of leaving employment:

- Accept employment, compensation, or other economic benefit from any person or business that contracts or does business with, or is regulated by, the state in matters in which the officer was directly involved during the last 3 years of service.

Except an officer may

- return to the same business or profession in which the officer was involved prior to working for the state as long as the officer personally refrains from working on any matter in which the officer was directly involved during the last 3 years of state tenure;
- work in a profession for which the officer received a degree or license prior to state employment as long as the officer personally refrains from working on any matter in which the officer was directly involved during the last 3 years of state tenure.

Notes:

An Officer shall not within 6 months of leaving employment:

Accept employment, compensation, or other economic benefit from any person or business that contracts or does business with, or is regulated by, the state in matters in which the officer was directly involved during the last 3 years of service.

Except an officer may

- return to the same business or profession in which the officer was involved prior to working for the state as long as the officer personally refrains from working on any matter in which the officer was directly involved during the last 3 years of state tenure;
- work in a profession for which the officer received a degree or license prior to state employment as long as the officer personally refrains from working on any matter in which the officer was directly involved during the last 3 years of state tenure.

8.4 Question

(Multiple Choice, 10 points, 1 attempt permitted)

You are not an officer. You are retiring from state government. You plan to work for a business that has a contract with your soon-to-be former agency.

You may:

- Not go to work for the business for six months.
- Immediately go to work for the business, but refrain from communicating with employees of your former agency on matters you worked on for one year.
- Not go to work for the business for one year.
- Immediately go to work for the business and start writing letters to your former agency concerning a matter that you worked on.

Correct	Choice
	Not go to work for the business for six months.
X	Immediately go to work for the business, but refrain from communicating with employees of your former agency on matters you worked on for one year.
	Not go to work for the business for one year.
	Immediately go to work for the business and start writing letters to your former agency concerning a matter that you worked on.

Feedback when correct:

That's right! You selected the correct response.

Public servants who are not officers can immediately go to work for businesses that are regulated by or doing business with their former agencies as long as they refrain for one year from working on matters that they worked on during the last three years at the state.

Feedback when incorrect:

You did not select the correct response. The correct answer is immediately go to work for the business, but refrain from communicating with employees of your former agency on matters you worked on for one year.

Public servants who are not officers can immediately go to work for businesses that are regulated by or doing business with their former agencies as long as they refrain for one year from working on matters that they worked on during the last three years at the state.

8.5 Question

(Multiple Choice, 10 points, 1 attempt permitted)

You are an officer. You believe you are about to be fired from your agency. You have an accounting degree and can return to your former employment with an accounting firm. The firm has a contract with your soon-to-be former agency that you managed as part of your duties for the state. You may:

- Immediately go to work for the firm and begin to represent the firm on the contract with your former agency.
- Not go to work for the firm for one year.
- Not go to work for the firm for six months.
- Immediately go to work for the firm, but refrain from working on the contract for six months and representing the firm to your former agency for one year.

Correct	Choice
	Immediately go to work for the firm and begin to represent the firm on the contract with your former agency.
	Not go to work for the firm for one year.
	Not go to work for the firm for six months.
X	Immediately go to work for the firm, but refrain from working on the contract for six months and representing the firm to your former agency for one year.

Feedback when correct:

That's right! You selected the correct response

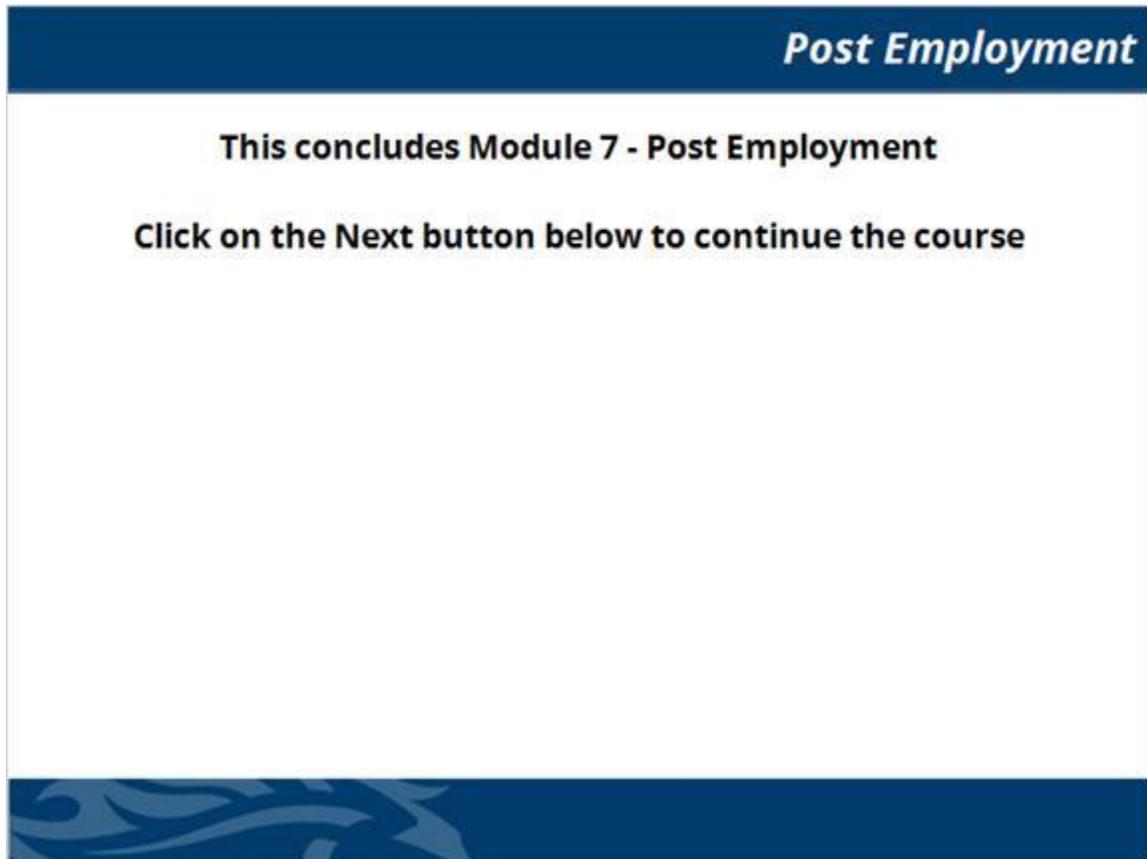
Officers may immediately return to work for a business or in a profession for which they have a degree even if the work would be with a business or entity that their former agency regulates or does business. The officer must refrain for six months from working on any matters that the officer worked on during the last three years at the state. The officer may not represent that business before his or her former agency for one year.

Feedback when incorrect:

You did not select the correct response. The correct answer is immediately go to work for the firm, but refrain from working on the contract for six months and representing the firm to your former agency for one year.

Officers may immediately return to work for a business or in a profession for which they have a degree even if the work would be with a business or entity that their former agency regulates or does business. The officer must refrain for six months from working on any matters that the officer worked on during the last three years at the state. The officer may not represent that business before his or her former agency for one year.

8.6 Post Employment

A screenshot of a course slide. The slide has a dark blue header with the text "Post Employment" in white. Below the header, the text "This concludes Module 7 - Post Employment" is centered. Underneath that, the text "Click on the Next button below to continue the course" is also centered. The slide has a decorative blue pattern at the bottom.

Notes:

This concludes Module 7 - Post Employment

Click on the Next button below to continue the course

9. Module 8 - Financial Disclosure

9.1 Financial Disclosure

Financial Disclosure

Module 8 – Financial Disclosure

Elected officials, officers, and candidates for executive branch offices are required annually to file Statements of Financial Disclosure. The disclosure statements are public records and are open to public inspection. The Commission will notify you if you are required to file a disclosure statement. Every officer is required to file a Statement of Financial Disclosure by April 15th of each year or within 30 days of leaving state government, whether voluntarily or involuntarily.

Notes:

Module 8 - Financial Disclosure

Elected officials, officers, and candidates for executive branch offices are required annually to file Statements of Financial Disclosure. The disclosure statements are public records and are open to public inspection. The Commission will notify you if you are required to file a disclosure statement. Every officer is required to file a Statement of Financial Disclosure by April 15th of each year or within 30 days of leaving state government, whether voluntarily or involuntarily.

9.2 Financial Disclosure

Financial Disclosure

Any officer failing to file a timely Statement of Financial Disclosure could have his pay withheld until the Statement of Financial Disclosure is filed with the Commission. Any officer who fails to file a Statement of Financial Disclosure or files fraudulent or insufficient information could be subject to fines and penalties consistent with a violation of the Ethics Code, including a \$5000 civil fine and a public reprimand.

Notes:

Module 8 - Financial Disclosure

Any officer failing to file a timely Statement of Financial Disclosure could have his pay withheld until the Statement of Financial Disclosure is filed with the Commission. Any officer who fails to file a Statement of Financial Disclosure or files fraudulent or insufficient information could be subject to fines and penalties consistent with a violation of the Ethics Code, including a \$5000 civil fine and a public reprimand.

9.3 Question

(True/False, 10 points, 1 attempt permitted)

You are an officer that is fired from your position. You must file a statement of Financial Disclosure within 30 days of leaving state employment. Is this statement True or False?

True

False



Correct	Choice
X	True
	False

Feedback when correct:

That's right! You selected the correct response.

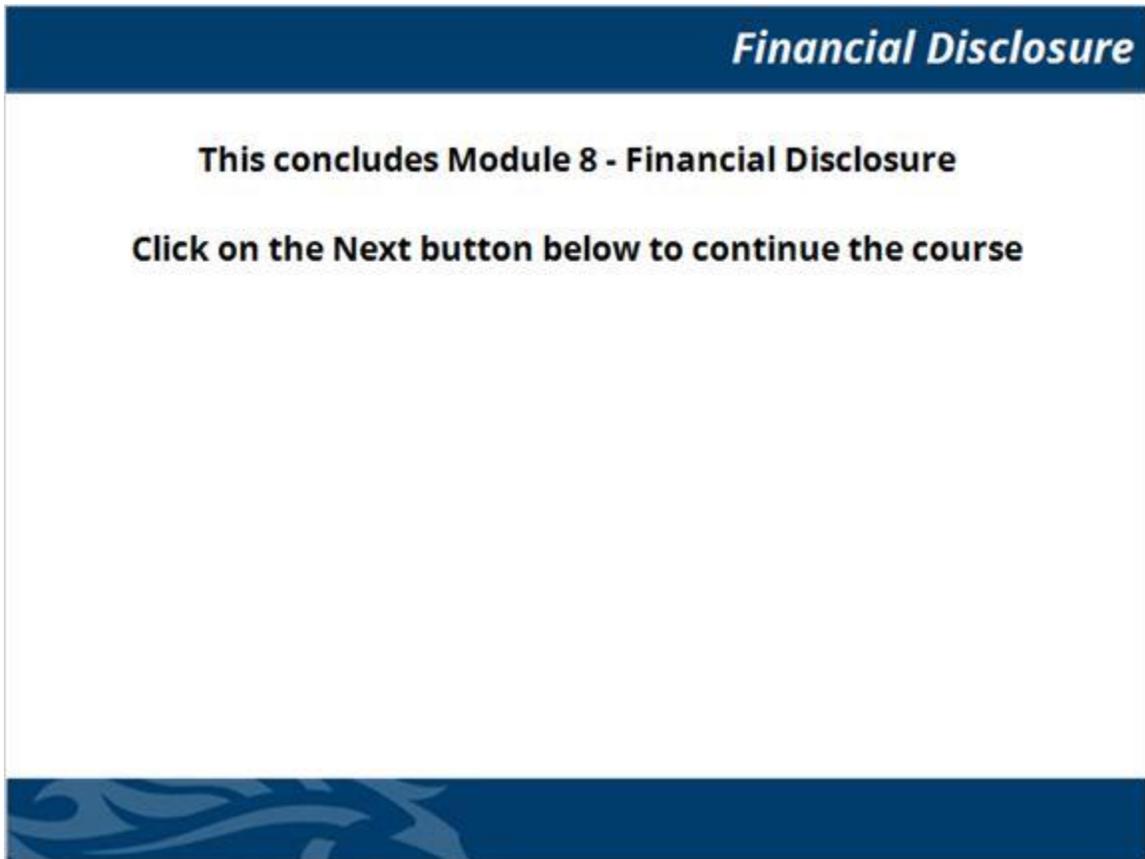
An officer must file a Statement of Financial Disclosure when leaving state employment no matter the circumstances within 30 days of departure from the state.

Feedback when incorrect:

You did not select the correct response. The correct answer is True.

An officer must file a Statement of Financial Disclosure when leaving state employment no matter the circumstances within 30 days of departure from the state.

9.4 Financial Disclosure



Financial Disclosure

This concludes Module 8 - Financial Disclosure

Click on the Next button below to continue the course

Notes:

This concludes Module 8 - Financial Disclosure

Click on the Next button below to continue the course

10. Module 9 - Final Thoughts

10.1 Final Thoughts

Final Thoughts

Module 9 – Final Thoughts
WHAT IF YOU VIOLATE THE ETHICS CODE?

If you violate the Ethics Code, the Commission, upon clear and convincing proof of a violation of the Ethics Code, may:

- Order you to stop the conduct;
- Require you to file a report, statement, or other information that is required;
- Issue a written, public reprimand against you which will be forwarded to your appointing authority and will be posted on the Commission’s website;
- Recommend to your appointing authority that you be removed from office or your position; and
- Order you to pay a civil penalty of not more than **\$5,000** for **each** violation.

Notes:

Module 9 - Final Thoughts

WHAT IF YOU VIOLATE THE ETHICS CODE?

If you violate the Ethics Code, the Commission, upon clear and convincing proof of a violation of the Ethics Code, may:

- Order you to stop the conduct;
- Require you to file a report, statement, or other information that is required;
- Issue a written, public reprimand against you which will be forwarded to your appointing authority and will be posted on the Commission’s website;
- Recommend to your appointing authority that you be removed from office or your position; and
- Order you to pay a civil penalty of not more than \$5,000 for each violation.

10.2 Final Thoughts

Final Thoughts

REPORTING CONDUCT THAT VIOLATES THE ETHICS CODE

You have a responsibility to report conduct that violates the Ethics Code to the Commission. The “Whistleblower Act” further protects public servants from reprisal for disclosing alleged violations of the law to the Commission. Any public servant who makes a complaint to the Commission or is requested to participate in an investigation as a witness by the Commission is protected by the Whistleblower Act. Reports can be made to the Commission in writing, in person, by phone, or by email.

Notes:

REPORTING CONDUCT THAT VIOLATES THE ETHICS CODE

You have a responsibility to report conduct that violates the Ethics Code to the Commission. The “Whistleblower Act” further protects public servants from reprisal for disclosing alleged violations of the law to the Commission. Any public servant who makes a complaint to the Commission or is requested to participate in an investigation as a witness by the Commission is protected by the Whistleblower Act. Reports can be made to the Commission in writing, in person, by phone, or by email.

10.3 Final Thoughts

Final Thoughts

ADVISORY OPINIONS & STAFF OPINIONS

The Executive Branch Ethics Commission is authorized to interpret the provisions the Ethics Code and issue advisory opinions. If you are unclear as to the requirements of the Ethics Code or have questions which are not answered by this training, you may seek an advisory opinion from the Executive Branch Ethics Commission. The Commission must receive a written request for an advisory opinion at least two weeks prior to a scheduled meeting for the request to appear on the agenda for the meeting. The Commission staff may also provide guidance to help you understand the Ethics Code.

REMEMBER: WHEN IN DOUBT... ASK BEFORE YOU ACT!

Notes:

ADVISORY OPINIONS

The Executive Branch Ethics Commission is authorized to interpret the provisions the Ethics Code and issue advisory opinions. If you are unclear as to the requirements of the Ethics Code or have questions which are not answered by this training, you may seek an advisory opinion from the Executive Branch Ethics Commission. The Commission must receive a written request for an advisory opinion at least two weeks prior to a scheduled meeting for the request to appear on the agenda for the meeting. The Commission staff may also provide guidance to help you understand the Ethics Code.

REMEMBER: WHEN IN DOUBT... ASK BEFORE YOU ACT!

10.4 Question

(Multiple Choice, 10 points, 1 attempt permitted)

You have violated the Ethics Code. The Commission can do which of the following:

- Fire you.
- Demote you.
- Send you to jail.
- Fine and reprimand you.



Correct	Choice
	Fire you.
	Demote you.
	Send you to jail.
X	Fine and reprimand you.

Feedback when correct:

That's right! You selected the correct response.

The Commission can issue a \$5000 civil penalty per count and issue a written, public reprimand. The Commission can recommend to your appointing authority that you be dismissed from your position, but the Commission does not have the authority to dismiss you. The Commission can refer matters to law enforcement for review for possible criminal violations, but the Commission cannot issue criminal punishments.

Feedback when incorrect:

You did not select the correct response. The correct answer is fine and reprimand you.

The Commission can issue a \$5000 civil penalty per count and issue a written, public reprimand. The Commission can recommend to your appointing authority that you be dismissed from your position, but the Commission does not have the authority to dismiss you. The Commission can refer matters to law enforcement for review for possible criminal violations, but the Commission cannot issue criminal punishments.

10.5 Question

(True/False, 10 points, 1 attempt permitted)

Everybody knows that your boss is violating the Ethics Code. There is no use in reporting anything to the Ethics Commission. They won't do anything about it anyway. They probably already know. Reporting conduct in violation of the Ethics Code would be a waste of your time. Is this statement True or False?

True

False

Correct	Choice
	True
X	False

Feedback when correct:

That's right! You selected the correct response.

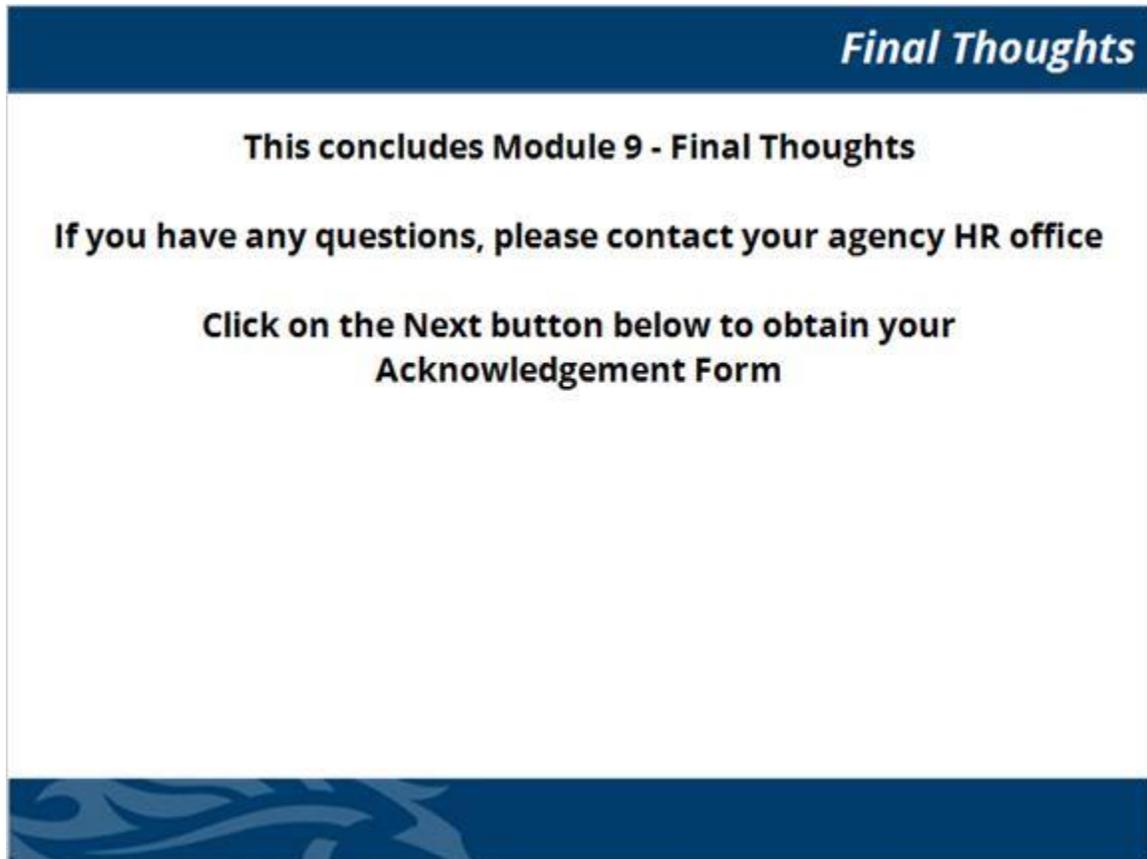
Don't assume that the Ethics Commission and its staff are all-knowing. Oftentimes, it takes an individual to report potential violations for the conduct to come to light.

Feedback when incorrect:

You did not select the correct response. The correct answer is False.

Don't assume that the Ethics Commission and its staff are all-knowing. Oftentimes, it takes an individual to report potential violations for the conduct to come to light.

10.6 Final Thoughts

A graphic for the 'Final Thoughts' slide. It features a dark blue header with the text 'Final Thoughts' in white. Below the header, on a white background, is the text: 'This concludes Module 9 - Final Thoughts', 'If you have any questions, please contact your agency HR office', and 'Click on the Next button below to obtain your Acknowledgement Form'. The bottom of the graphic has a dark blue footer with a white abstract pattern.

Final Thoughts

This concludes Module 9 - Final Thoughts

If you have any questions, please contact your agency HR office

Click on the Next button below to obtain your Acknowledgement Form

Notes:

This concludes Module 9 - Final Thoughts

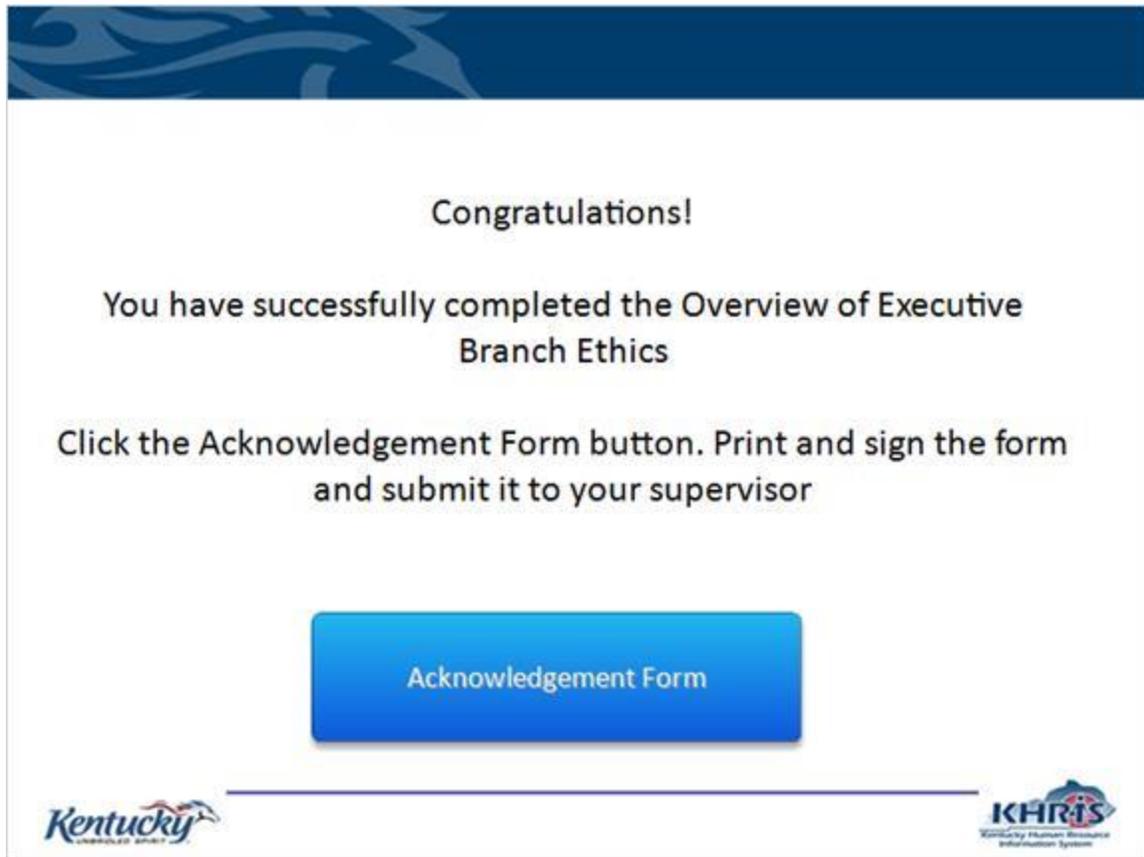
If you have any questions please, contact your agency HR office

Click on the Next button below to obtain your Acknowledgement Form

11. Wrap up

11.1 Acknowledgment Form

(Results Slide, 0 points, 1 attempt permitted)



Congratulations!

You have successfully completed the Overview of Executive Branch Ethics

Click the Acknowledgement Form button. Print and sign the form and submit it to your supervisor

Acknowledgement Form

Notes:

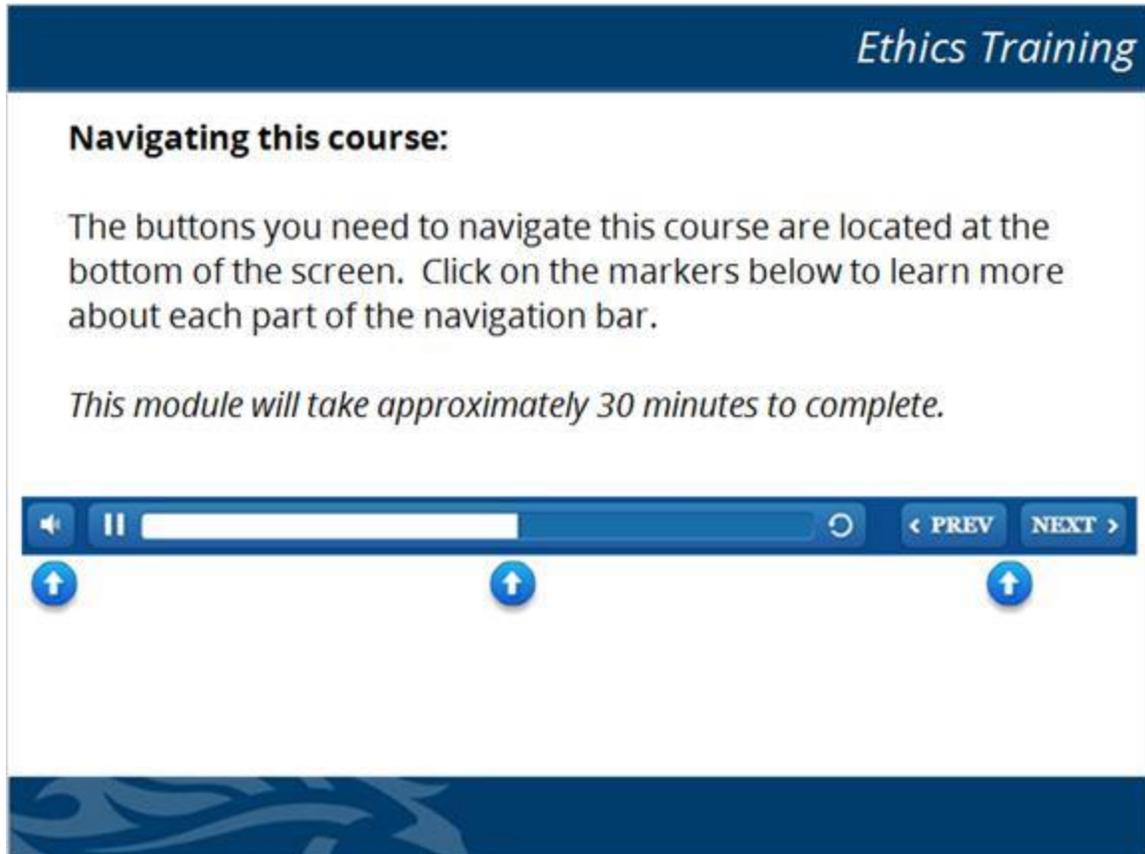
Congratulations!

You have successfully completed the Overview of Executive Branch Ethics

Click the Acknowledgement Form button. Print and sign the form and submit it to your supervisor

12. Welcome

12.1 Welcome



Ethics Training

Navigating this course:

The buttons you need to navigate this course are located at the bottom of the screen. Click on the markers below to learn more about each part of the navigation bar.

This module will take approximately 30 minutes to complete.

The screenshot shows a navigation bar with the following elements from left to right: a back arrow, a play/pause button, a progress bar, a refresh button, a '< PREV' button, and a 'NEXT >' button. Below the navigation bar, there are three blue circular markers with white upward-pointing arrows, each positioned under a different part of the navigation bar.

Notes:

Navigating this course:

The buttons you need to navigate this course are located at the bottom of the screen. Click on the markers below to learn more about each part of the navigation bar.

This module will take approximately 30 minutes to complete.

12.2 Welcome

**This eLearning course
contains audio.**

**Please make sure your
earbuds or speakers are
turned on and working at
this time.**



**The Notes tab displays the
text of the audio heard
throughout the course.**

Notes:

This eLearning course contains audio.

Please make sure your earbuds or speakers are turned on and working at this time.

The Notes tab displays the text of the audio heard throughout the course.

12.3 Welcome

Knowledge Checks

Throughout the course, you will have the opportunity to check how well you have learned the material covered. The Knowledge Check questions consist of multiple choice and true/false questions that serve to provide you with a self-assessment.



Notes:

Knowledge Checks

Throughout the course, you will have the opportunity to check how well you have learned the material covered. The Knowledge Check questions consist of multiple choice and true/false questions that serve to provide you with a self-assessment.