Ethical Standards for State Employees

- All University employees are expected to adhere to the University’s policies and the State’s Ethics Law regarding ethical standards, including personal use of state resources, gifts, outside work, and conflict of interest.
- State employees may not have a financial or other interest, or engage in any business or professional activity that is in conflict with their official duties. University professional and classified staff must secure advance review and approval for outside work, whether or not for compensation, whenever such activities stem from, could conflict with, or relate to the employee’s official duties or status as a University employee. For information regarding Outside Work and the request for approval form, go to Administrative Policy Statement 47.3: [http://www.washington.edu/admin/rules/APS/47.03.html](http://www.washington.edu/admin/rules/APS/47.03.html)
- University facilities, computers, and equipment are to be used to support its teaching, research, service and administrative functions. University employees may not use state resources, including any person, money, or property under their official control or direction or in their custody, for personal benefit or gain, or for the benefit or gain of any other individuals or outside organizations.
- Work time is also considered a state resource and must not be used for personal benefit or gain.
- All University employees are expected to adhere to the University’s policy on the appropriate use of their University issued U-PASS powered by ORCA as stated in the U-PASS Program Terms of Use and Administrative Policy Statement 53.04: [http://www.washington.edu/facilities/transportation/commuterservices](http://www.washington.edu/facilities/transportation/commuterservices) and [http://www.washington.edu/admin/rules/policies/APS/53.04.html](http://www.washington.edu/admin/rules/policies/APS/53.04.html)
- Common U-PASS misuse violations include but are not limited to: loaning or giving your U-PASS to a friend or family member to use, selling your U-PASS, and/or counterfeiting a U-PASS. The U-PASS program is charged for every trip taken, so if an employee is loaning their U-PASS to someone, that increases the cost of the program and can lead to higher U-PASS fees for everyone who utilizes it.
- State employees may not use their official position to secure special privileges for themselves or any other person.
- State employees may not receive any compensation or gift from a source for performing or deferring the performance of any official duty.
- State employees may not receive a gift or favor if it could be reasonably expected to influence or reward their vote, judgment, action, or inaction.
- Failure to adhere to University and State policies on Ethics and/or the use of State resources may result in corrective action, up to and including dismissal.
- Questions regarding ethical standards should be directed to your Supervisor, Manager, Director, or FS HR Specialist, prior to engaging in any activity that may be in violation of the ethics law or University’s policy. For more information, please refer to the reference materials listed below.
- Important References:
  - UW Administrative Policy Statements 47.02: Personal Use of University Facilities, Computers, and Equipment by University Employees.
  - UW Administrative Policy Statement 47.03: Outside Consulting Activities and Part-Time Employment by Professional or Classified Staff
  - Facilities Services Employee Information Handbook
  - UW HR web site: [http://www.washington.edu/admin/hr/roles/mgr/ethics.html](http://www.washington.edu/admin/hr/roles/mgr/ethics.html)
  - University Handbook, Vol. 4, Part 5 (Chapter 1 – Employee Responsibilities, Chapter 2 – Employee Conflict of Interest)

Use of Work Computers

- University computers, smartphones and equipment are to be used for work purposes only.
De minimis personal use of UW computers and/or smartphones is allowable if: used during breaks and before or after work and there is no cost to the University; is brief and infrequent; does not interfere with the performance of one's job; is not disruptive to the workforce; and does not compromise the security or integrity of University systems.

Computer and smartphone resources available to Facilities Services employees, including equipment that allows access to the network and Internet, are the property of the department, and are to be used to assist in conducting departmental business.

Examples of some allowable use may include: sending an email to check on a sick child or family member; making arrangements to meet someone for lunch; sending a birthday greeting; announcement of a workplace social gathering/event; acknowledgement of an accomplishment, thank you messages; and reviewing online job postings and submitting an application.

Strictly prohibited use of computers and resources include use for: conducting an outside business or private employment; downloading of games or programs; streaming music (such as Pandora); supporting, promoting, or soliciting for an outside organization or group unless otherwise provided by law and University policy; assisting an election campaign, promoting or opposing a ballot proposition or initiative, or lobbying the state legislature; advertising and selling for commercial purposes; any use that is in violation of University, state, or federal laws, rules, or policies, or that violates the rights of any third party.

It is important to know that an employee’s computer use is not considered private or confidential.

All hardware, software and data stored on the equipment remain at all times property of the department.

The State Executive Ethics Board has clarified the permissible uses of e-mail and the Internet given today’s work environment. These are outlined in messages from the UW Administration regarding email and computer usage by faculty and staff at this web site: http://www.washington.edu/computing/rules/

Information regarding use of computer resources can also be found in the Administrative Policy Statement 47.2 located at: http://www.washington.edu/admin/rules//APS/47.02.html

Safety Hazard Review & Checklist

- All University employees are required to comply with occupational safety and health regulations that apply to their actions and conduct on the job.
- All requests for Environmental Health and Safety (EH&S) support services should be routed through the shop supervisor.

FOR SUPERVISORS/MANAGERS:

- Supervisors and managers are responsible for ensuring that safe working conditions exist and that anyone who assigns or supervises work considers the potential hazards of the assignment and the safeguards to be in place (e.g., personal protective equipment, training, asbestos/lead monitoring) before the work begins.

Vehicle Accident Reporting

- All accidents involving University vehicles must be reported to CEI Contact (877) 443-5777 within 24 hours of the accident. Be ready to provide license, insurance, license plate and other information for all drivers, involved vehicles and other involved parties when you call. Identify yourself as a UW driver and answer all questions CEI asks to the best of your ability.
- It is no longer required to fill out a hand-written CEI Accident Report form. However, a blank form is available to use in the glove box of all University vehicles to help remind drivers what information they will need to give CEI when they report a vehicle accident.
- Any collision involving injury or damage must be reported to the local police (911) immediately.
Vehicle accidents are defined as any incident causing damage to a vehicle, and include: backing into or otherwise hitting a stationary object, damage caused while the vehicle is parked, being hit by a third party, and traffic accidents.

- If your driver license status is impacted and/or changes in any way, you must notify your supervisor immediately.

- Additional information is available on the Fleet Services website: [http://www.washington.edu/facilities/transportation/fleetservices/accident](http://www.washington.edu/facilities/transportation/fleetservices/accident)

**Reporting Safety Hazards**

- All employees must report unsafe conditions and unsafe work practices to their Supervisor or Manager. Fix the problem if you can or call in a work order (206-685-1411). If your supervisor and/or manager is unavailable, you can report your concerns to your lead, FS Safety Team representative, Safety Committee Representative, FS Safety Manager or to Environmental Health and Safety (206-543-7262).