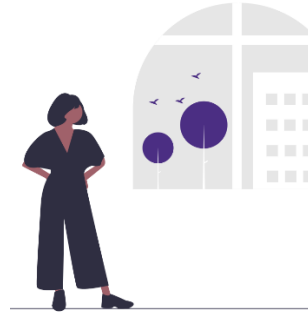




## Ethics and your work at UW

As state employees, we are all guardians of state resources. This means we must act with the highest level of integrity. Each of us is expected to adhere to University policies and State Ethics Law. Here's how to avoid an ethics violation and a personal financial penalty.



### Conflicts of Interest

As a state employee, we need to avoid activities that conflict with our official duties here at UW Facilities. For example, having a financial interest in a vendor used by the University could create a conflict of interest, or being part of a hiring process when one of the applicants is a friend or family member. Even unpaid volunteer work could possibly be seen as an ethical conflict.

To avoid this problem, it is required that all staff submit to their supervisor a UW Facilities Request for Outside Work Approval form for any outside work, including volunteering. Doing so helps you and the University ensure there are no potential conflicts before they happen.

Find the right form at:

<https://facilities.uw.edu/partner-resources/files/media/outside-work-form.pdf>

### Using State Resources

University tools, computers, facilities, and other resources are here to support the work of the University. As employees, we are not allowed to use these resources and tools for personal benefit or gain, or for the benefit of outside organizations. For example, we cannot take tools home for use on weekends, we cannot use work computers to play video games, and we cannot print personal documents on work printers. Even items placed in trash bins or dumpsters are still University property.

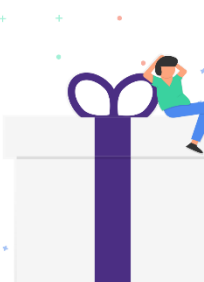
Your time while on the clock is also a state resource. We must not be using our work time for personal gain or benefit.

### Gifts, Food, and Special Privileges

We must also not use our positions at the University to secure special privileges for ourselves, our families, or any other person. We must not receive extra compensation or gifts from outside organizations that could influence our decisions here at UW.

Food is especially called out in state ethics law as an influencer. Never allow a vendor to buy you a meal. Food brought in for a group or as part of an event is allowable.

If you have any questions about ethical standards, please reach out to your supervisor or a UW Facilities Partner Resources before engaging in any activity that might be an ethics violation. Together we can help you navigate these decisions appropriately.





## Use Work Stuff for Work Only

UW computers, smartphones, equipment, and other resources are for work purposes only. Do not use university resources for outside business that you or anyone else owns, or for political campaigns. We must not install any software on UW computers that is not related to University business. Be aware that use of a work computer is not considered private or confidential, and all data stored on UW equipment remains the property of the University.

We are allowed to use work computers or phones for personal reasons if the use is brief and of no cost to the University. For example, sending an email to your doctor, reviewing and applying to UW jobs, calling to arrange childcare, etc. This is known as **de minimis** use, and is allowed by state law if the use is brief, low cost, and infrequent.

There is no **de minimis** use for political campaigns or outside business. You can never use state resources, including your work time, for political campaigns or outside business, even if the use is short or infrequent.

Learn more at: <http://itconnect.uw.edu/work/appropriate-use/>



## U-PASS

The U-PASS is a great benefit for University employees. In order to keep it great and keep it around, there are a few guidelines we all must adhere to.

Never loan out your U-PASS, it's for you only. Never sell your U-PASS or attempt to counterfeit one.

Learn more at: <https://transportation.uw.edu/getting-here/transit/u-pass>



## Planning ahead can help keep you safe

For those assigning work, completing a Hazard Review Checklist (HRC), Standard Operating Procedure (SOP), or a Job Hazard Analysis (JHA) before assigning work is a simple and effective way to keep employees and others safe, and is required by L&I. All staff are required to comply with safety and health regulations that apply to their work, and these forms can help manage and document the process.

UWF has several established and existing HRC, SOPs, and JHA processes. There is a library of completed tasks for reference. EH&S has its own, separate JHA tool which is also a good tool for hazard analysis at UWF.

You can find a list of these resources here:

<https://facilities.uw.edu/partner-resources/safety/manual/hazard-review>





## Reporting Safety Hazards

At UW Facilities, we look out for each others' safety. We know that every one of us can spot and fix a problem before any injuries occur.

All employees must report unsafe conditions and unsafe work practices to their supervisor or manager. Fix the problem yourself if you can, or call in a work order (206-685-1900).

If your supervisor or manager is unavailable, you can report your concerns to your Lead, Departmental/Unit Safety Staff, UW Facilities Safety Team Representative, Health & Safety Committee 2 Representative, UW Facilities Safety, or to Environmental Health and Safety (206-543-7262).

Help us keep the campus safe for everyone! **Work safe, home safe!**

## Reporting Vehicle Accidents

If you are involved in a motor vehicle accident, make sure the first thing you do is stop and take reasonable steps to prevent any further collisions, damage, or injuries. Call 911 if there is a possible injury, or damage to any non-university owned vehicle or property. Do not admit fault, do not accept or offer settlements at the accident scene. Do not discuss the accident with anyone except response personnel and responsible UW personnel. Notify your supervisor of all accidents immediately.

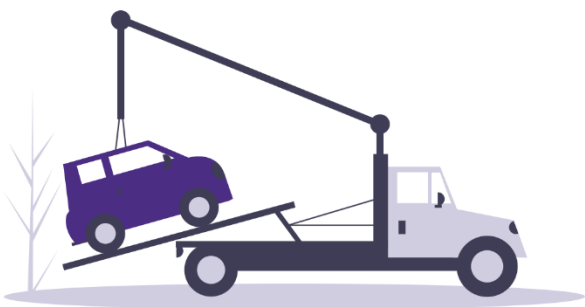
For equipment that is driven (such as lifts, utility vehicles, golf carts, tractors, etc.), if an accident occurs, inform your supervisor, have the equipment inspected by the maintenance provider before returning it to service, and complete an OARS report. Do not continue to use equipment that has not been inspected by a qualified person.

All collisions involving University vehicles must be reported to CEI Contact (877-443-5777) **within 24 hours**. You will need to provide license, insurance, license plate, and other information from all drivers, vehicles, and involved persons. Identify yourself as a UW driver when you call CEI, and answer all questions to the best of your ability.

Be sure to fill out an OARS report. If your license status is impacted by the collision, you must inform your supervisor.

Learn more at:

<http://facilities.uw.edu/catalog/vehicle-rental/reporting>





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Monthly Meeting Topics

*Important information you need to know*



## Supervisor Job Aid

*UWF Leadership requires you to cover all relevant topics with your employees.*

*Talking points and notes to help you lead this discussion with your team. Please print & post or hand out the other attached document labeled 'Flyer'. Use this as your guide for the following topics.*



Do not forget to start your team meetings off with a **Safety Moment**. What's a Safety Moment? It's an opportunity to talk about safety—something that went right, or something we could be doing better, or a hazard to watch out for. Anything to get your team thinking and talking about safety.

## State Ethics

- Why is this important? *Not knowing or following the State Ethics rules can result in an ethics violation and a personal financial penalty to an employee from the State.*
- Ensure all your employees, including yourself, are up to date with the online Ethics for UW Facilities Employees training, found at:  
<https://uw.bridgeapp.com/learner/courses/b7c8712c/enroll>
- As a supervisor, make sure you are aware of and understand the major ethical areas of concern (conflicts of interest, use of state resources, gifts and special privileges). Alert your manager and/or UWF Partner Resources whenever there is a potential for an ethics violation. It is always better to identify and communicate potential ethical issues before they happen, rather than after the fact.
- Be extra careful regarding food: vendors cannot buy you or other individuals meals. This can be considered an ethics violation. Make sure any staff going to lunch/dinner/coffee with a vendor pays for themselves.
- As a supervisor, you are responsible for making sure the resources and tools of your team, including your team's time, are being used for University business and nothing else.
- If you receive any gifts or special treatment from vendors, notify your manager and follow their guidance to avoid the perception of an ethics violation.
- Make sure all new employees are given the UWF Outside Work request form, and they understand it is required if they have outside work. You can find this and other forms at:  
<https://facilities.uw.edu/partner-resources/human-resources/forms>
- If you have questions or an ethical situation arises, reach out to your manager and/or UWF Partner Resources for guidance. Getting help early saves headaches later.



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## Using Work Computers & Equipment

- Work computers & equipment, like all University resources, should be used for work purposes only. As a supervisor, you play an important role in helping your team comply with state ethics law.
- Strictly prohibited use of computers and resources include but are not limited to: conducting outside business or private employment; downloading of games or programs; streaming music (such as Spotify); 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.
- Information regarding use of computer resources can also be found in the Administrative Policy Statement 47.2 located at: <https://policy.uw.edu/directory/aps/section-40-personnel/aps-47-2-personal-use-of-university-facilities-computers-and-equipment-by-university-employees/>

## U-PASS

- Remember to celebrate this free resource, and help new employees learn about this program and encourage its use whenever possible.
- Remind all employees to adhere to U-PASS appropriate use policy.
- Learn more at: <https://policy.uw.edu/directory/aps/section-50-services/aps-53-4-the-u-pass-program/>

## Safety Hazard Review

- Inform your team that all requests for support from UWF department/unit safety staff or EH&S should be routed through you as the shop supervisor.
- As the supervisor, you and your manager are responsible for ensuring that safe working conditions exist and that anyone who assigns or supervises work identifies and documents the potential hazards of the assignment and understands which safeguards must be in place before the work begins (for example, what PPE is needed? What training? What monitoring?).
- For all non-routine work, consult with your departmental/unit safety staff to develop safe work plans for any new or non-regular assignments, and to address any questions or concerns about how to proceed safely.
- Make sure you are familiar with the Safety Hazard Review or Job Hazard Analysis sections of the UWF Safety Manual at: <https://facilities.uw.edu/partner-resources/safety/manual/hazard-review> or <https://facilities.uw.edu/partner-resources/safety/job-hazard-analysis-assessments>

## Reporting Safety Hazards

- Start all meetings with a **safety moment** from yourself or an employee. This could include a recent experience or example of a safety issue or solution. For example, in your own words,



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tell your team why it's important to you to work safely, and ask them to think about why safety is important to them.

- Remind your team to bring any safety concerns to your attention. We recommend that you immediately follow up on their concern and thank and praise any team member who does bring safety concerns to you, in order to encourage that behavior.
- Make sure your team knows who they can report safety hazards to if you are unavailable, including: your manager, Leads, Departmental Safety Staff, UWF Safety Team Reps, Safety Committee Reps, UWF Safety team employees, or EH&S.

### **Vehicle Accident Reporting**

- Remind your team to call 911 after any collision with possible injuries, or damage to any non-University owned property. Reiterate that staff should never transport injured persons to the hospital themselves. Always call 911 and wait for emergency services.
- Remind your team not to admit fault or offer or accept settlements at the accident site.
- Remind your team that they must report all accidents to you immediately.
- Make sure your team understands that vehicle accidents include any incident causing damage to a vehicle, and includes: backing into or otherwise hitting a stationary object, damage caused while the vehicle is parked, being hit by a third party, and traffic accidents.
- Make sure your team understands not to continue use of any equipment (MEWP, tractor, golf/utility cart, etc.) involved in an accident until it has been inspected and cleared by a qualified maintenance person.
- Learn more at <http://facilities.uw.edu/catalog/vehicle-rental/reporting>

Contact your Partner Resources if you have any questions or concerns.

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