Ethics in Public Service: A Quick Guide for New Employees

Welcome to Western! As a state employee, below are a few ethic rules you should know as you begin your new job.

**Ethics in Public Service Act (RCW 42.52)**
Government derives its powers from the people, and ethics in government are the foundation on which the structure of government rests. State officials and employees of government hold a public trust that obligates them to honesty and integrity in fulfilling the responsibilities to which they are elected and appointed.

Paramount in trust is the principle that public office, whether elected or appointed, may not be used for personal gain or private advantage.

**How Does the Ethics in Public Service Act Affect Me?**
You should **not**:
- Have financial or other interests, or engage in business or professional activities that conflict with the performance of your official duties;
- Use your position to secure special privileges or exemptions for yourself or any other person;
- Receive compensation from a source other than the State of Washington for the performance or non-performance of an official duty; and,
- Receive a gift if it could be reasonably expected to influence or reward the performance of your official duties.

**Use of Public Resources**
You may not use the facilities of Western for personal gain. The law does allow for de minimis use, so long as the use does not interfere with your official duties and is infrequent and short in duration. Please ask your supervisor or HR department for policies.

YOU MAY NEVER USE PUBLIC FACILITIES TO ASSIST IN AN ELECTION CAMPAIGN, OR TO PROMOTE OR OPPOSE A BALLOT ISSUE!

**Outside Employment**
Under certain circumstances you may enter into a contract with another entity. The following conditions must be met:
- The contract is bona fide and performed;
- The performance of the contract is not within your official duties or under your supervision;
- The contract is not prohibited by law;
- Compensation is not from a person from whom you cannot receive a gift;
- The contract is not created by you in your official capacity; and
- The contract would not require you to disclose confidential information.

For more information regarding outside employment, please refer to [RCW 42.52.120](https://laws.leg.wa.gov/RCW/42.52.120) and [WAC 292-100-060](https://app.leg.wa.gov/codification/wac/292-100-060). 

These key ideas form the basis for ethical guidelines. Please refer to the reverse side for additional information.
Ethics in Public Service: **RCW 42.52**

**Policies**

http://www.wwu.edu/depts/policies

- **POL-U5300.25** Reporting Loss of University Funds or Property
- **POL-U5400.05** Using University Resources
- **POL-U5400.17** Professional Staff Policy on Consulting and Other Outside Compensated Professional Activities
- **POL-U5400.18** Faculty Policy on Consulting and Other Compensated Professional Activities
- **POL-U5400.19** Receiving Honoraria

**Resources**

- Chair, Supervisor, Director or Dean
- Union / Faculty Senate / PSO Executive Committee
- Office of Internal Audit, x3435 [http://www.wwu.edu/internalaudit/](http://www.wwu.edu/internalaudit/)
- **WAC 292-110-010** Use of State Resources

**Ethics Training**

- Available on Human Resources Training website (on-line Tutorial) [http://west.wwu.edu/training/default.aspx](http://west.wwu.edu/training/default.aspx)