The Office of the Internal Auditor (OIA) would like to welcome you to Western Washington University. As part of our role as ethics advisor for the university, we would like to share some important information on Washington State’s [Ethics in Public Service Act](#). Washington State has some of the most restrictive ethics laws in the nation. Our goal is to provide WWU employees with the information and resources necessary to ensure they are familiar with the Act and its many restrictions. OIA’s [website](#) contains detailed information about the Ethics in Public Service Act, information on reporting options for potential ethics violations, links to outside resources such as the Washington State [Executive Ethics Board](#) (EEB), and an [ethics guide](#) which summarizes the substantive rules and restrictions as defined by the Act and related legislation. We strongly encourage you to read the guide, which includes examples of various violations that have occurred on campus.

All state employees are personally responsible for complying with the provisions of the Act. [Penalties](#) for violations are imposed on the individual, not the institution. Potential sanctions include a civil penalty not to exceed $5,000 per violation or three times the economic value of anything sought or received in violation of the ethics law; restitution; and recovery of investigative costs.

The following core principles should form the basis for ethical conduct by state employees:

- You should not have financial or other interests, or engage in business or professional activities, that conflict with the performance of your official duties;
- You should not use university resources to conduct outside business activities;
- You should not use university resources to assist the campaign of a candidate or to oppose/promote a ballot issue;
- You should not convert university resources that have been removed from your place of work for private use;
- You should ensure that any personal use of State resources meets the [de minimis standards](#) established in subsection (3) of Washington Administrative Code 292-110-010, Use of State Resources.
- You should not use your state positions to secure special privileges or exemptions for yourself or any other person;
- You should not receive compensation from a source other than Western Washington University for the performance or non-performance of an official duty; and,
- You should not receive a gift if it could be reasonably expected to influence or reward the performance of your official duties.

Please feel free to contact our office if you have any ethics-related questions or wish to disclose assertions of ethical violations.

**University Ethics Officer**
Antonia Allen, CPA (Oregon), CIA, CISA
Director, Office of the Internal Auditor
(360) 650-3435
Antonia.Allen@wwu.edu

**Office of the Internal Auditor Personnel**
Paul Schronen
Senior Internal Auditor
(360) 650-4033
Paul.Schronen@wwu.edu