

m o d e l

ETHICS PROGRAM

p r a c t i c e s

US OFFICE OF GOVERNMENT ETHICS
COMPLIANCE DIVISION

h e l p i n g y o u r

INITIAL REVIEWERS



YOU

Identified potential **CONFLICTS** based on reported interests and job duties



Initial
Reviewer

Made sure report was turned in on-time and wasn't outright missing pages

h e l p i n g y o u r

INITIAL REVIEWERS



YOU

Ensured **ASSETS** were reported correctly



Initial
Reviewer

Didn't question the entry for "Various Stocks"

h e l p i n g y o u r

INITIAL REVIEWERS



YOU

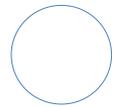
Might need **DAYS** to thoroughly review a long report



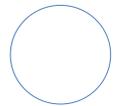
Initial
Reviewer

Received, reviewed and forwarded the report to the ethics office in minutes

Create a **GUIDE** to help your first-line reviewers



Know what each asset *is*



Know if the employee *worked on anything related* to it

Create a **GUIDE** to help your first-line reviewers



Date of receipt?



Sections complete?



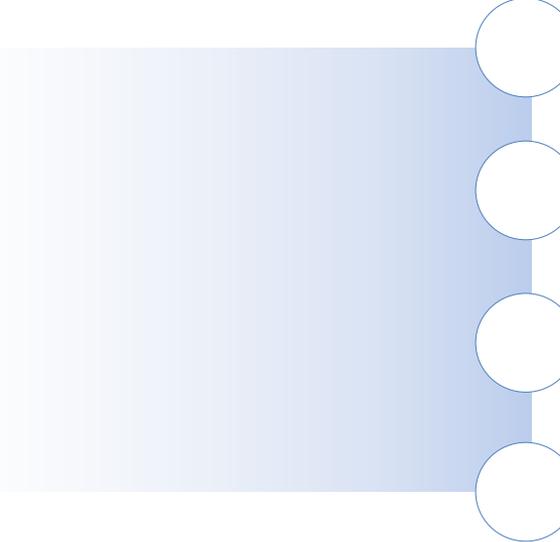
Assets identified?



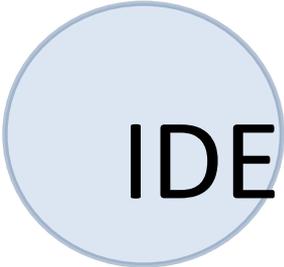
Report signed?

f i n d i n g y o u r

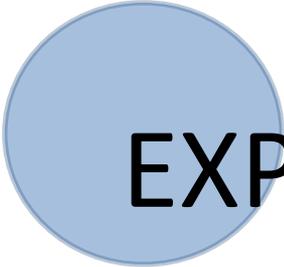
NEW ENTRANT FILERS

- 
- Communication with HR
 - Supervisors failed to notify ethics office
 - Improperly coded in personnel system
 - Promotion of existing employee didn't trigger notifications

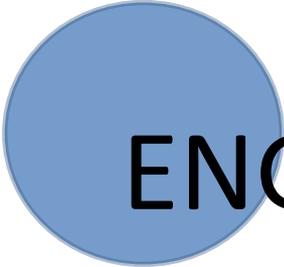
Small-agency **SOLUTIONS**



IDENTIFY filing positions

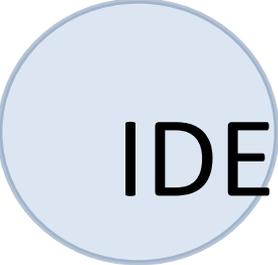


EXPAND onboarding checklist

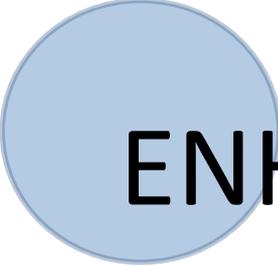


ENGAGE human resources

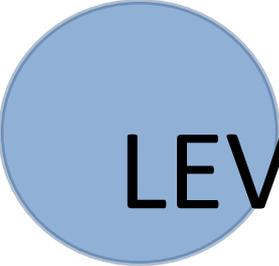
Large-agency **SOLUTIONS**



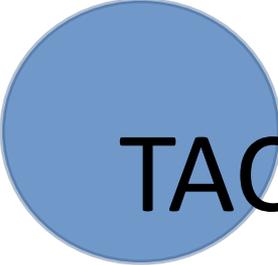
IDENTIFY filing positions



ENHANCE onboarding reports



LEVERAGE supervisors



TACKLE the front end

e f f e c t i v e l i n e s
OF COMMUNICATION

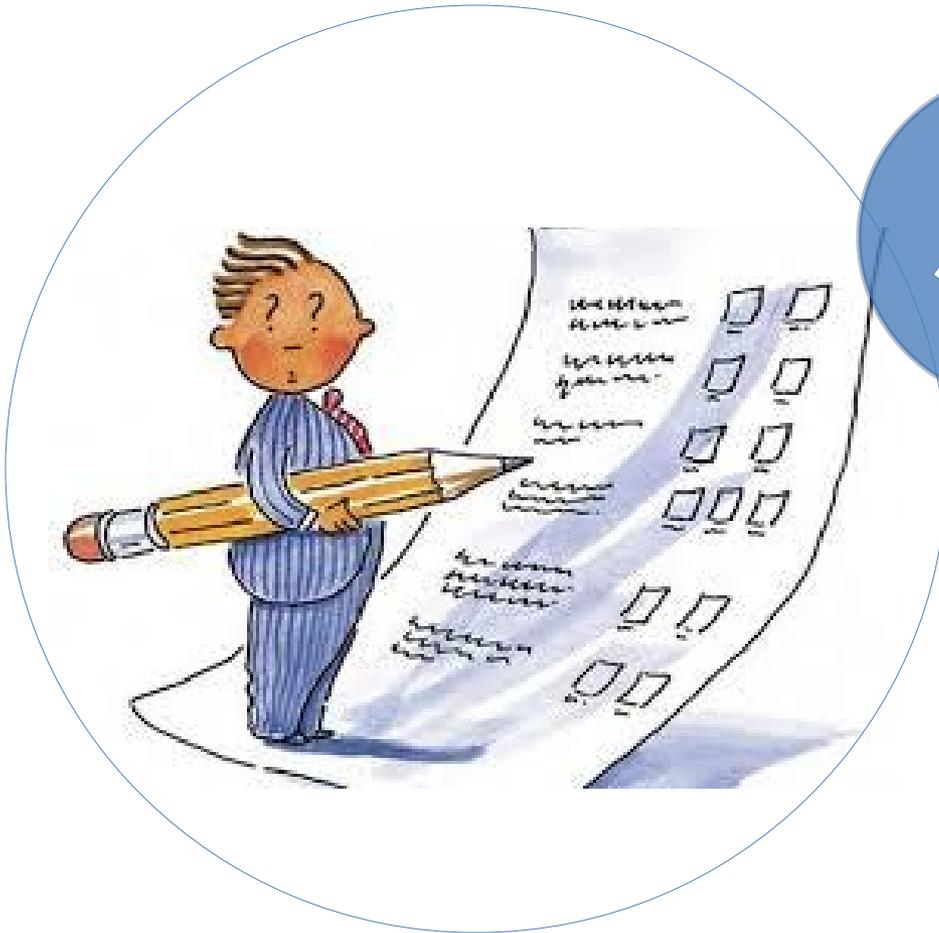
Calendar
Reminders

General
Records
Schedule 2.8

Email
Notifications

Schedule of
Important
Ethics Dates

internal ASSESSMENTS



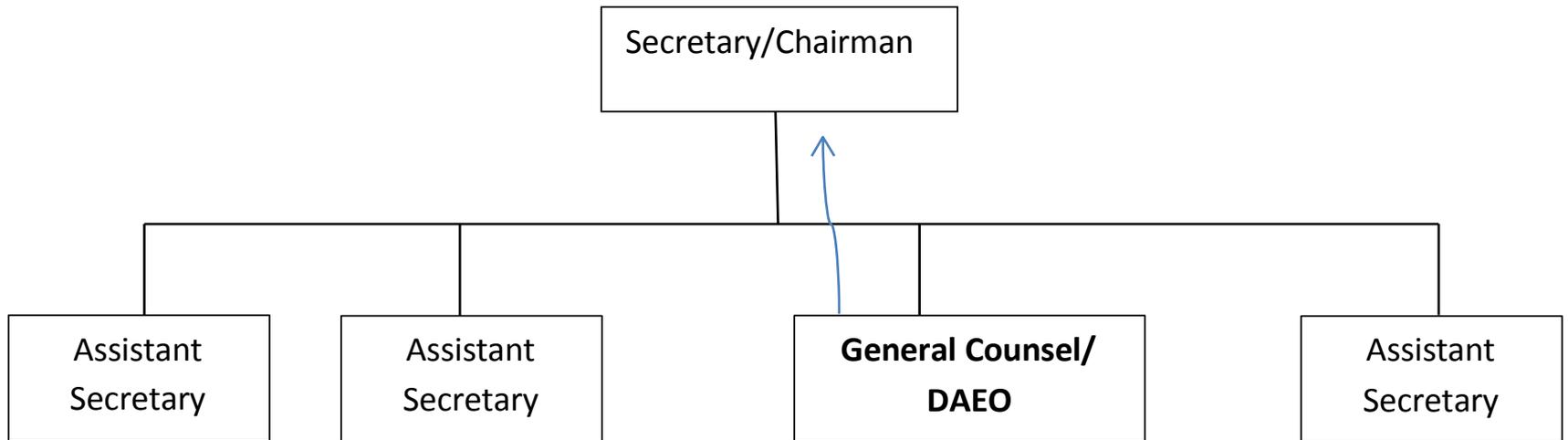
Surveys

Internal Reviews

a c c e s s t o
LEADERSHIP

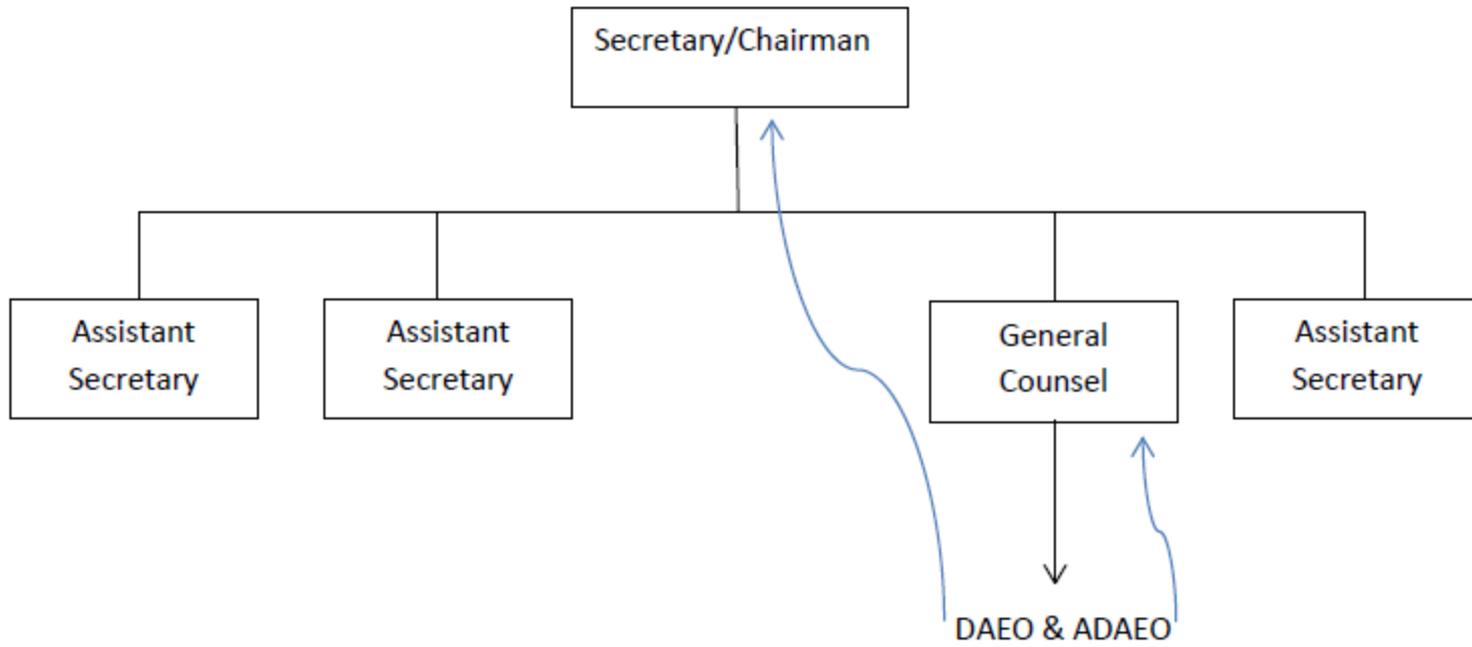


a c c e s s t o
LEADERSHIP



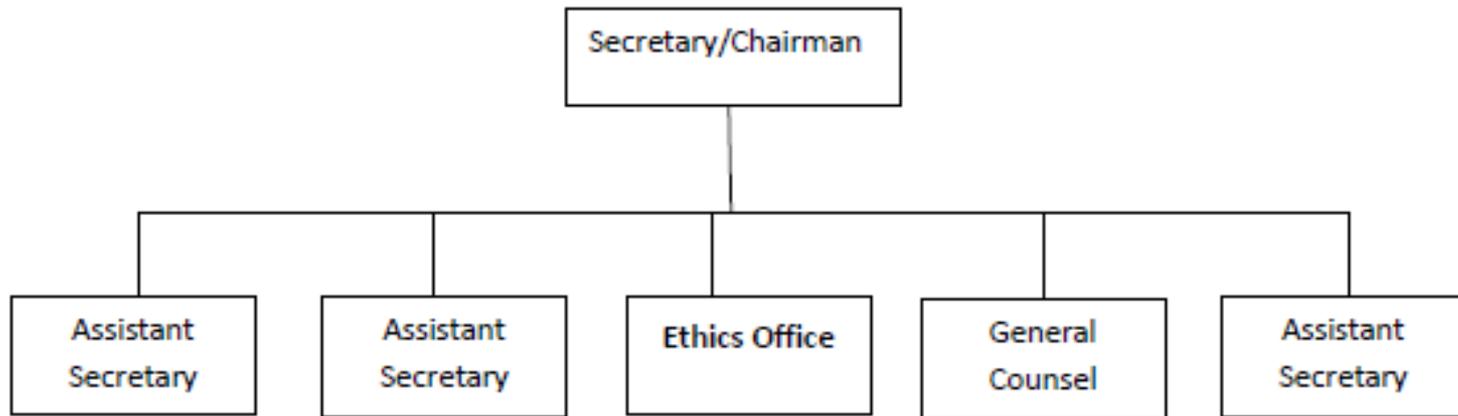
a c c e s s t o

LEADERSHIP



a c c e s s t o

LEADERSHIP



s e n d e t h i c s m a t e r i a l s

WITH **OFFER LETTERS**



make an early

IMPACT



the key to IEO COMPLETION



*Initial Ethics
Orientation*



the key to IEO
COMPLETION



Standards of Conduct

s h a r e d
KNOWLEDGE



shared KNOWLEDGE

The screenshot shows the Adobe Acrobat Pro interface with a document titled "Billboard_1.1.pdf". The main content area displays a "Portfolio Title" and a search bar. A central document preview is shown for "Acrobat X Standard Datasheet".

Portfolio Title

Search [] Share

Your Logo Here
Name
Title
email address

Acrobat X Standard Datasheet

Reliably create and share PDF documents and forms

Adobe Acrobat X Standard
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s h a r e d
KNOWLEDGE



m o d e l

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p r a c t i c e s

US OFFICE OF GOVERNMENT ETHICS
COMPLIANCE DIVISION