**Simple Suggestions for New Employee Ethics Orientation Development and Delivery**

**I. Create Agency-Tailored Written Materials, Questions and Examples**

**A. General Audience**

1. Provide agency-tailored written materials with agency-specific examples. [OGE-produced materials](https://www.oge.gov/web/oge.nsf/Resources/Ethics+Training+Tools+and+Templates) are a baseline that agencies can modify and tailor to reflect their missions and work.

2. Create questions that reference and are tied directly to specific pages of the written materials (e.g. pages containing important concepts, examples or requirements.) Consider incorporating the questions into the materials themselves.

3. Create examples or questions that:

* highlight those issues that are most likely to occur or are the highest risk for your agency
* show employees how they may encounter ethical situations in their job/in your agency
* give them an opportunity to practice ethical decision-making
* help them identify when and from whom they should seek assistance

**B. Employees New to Federal Public Service**

1. Include information in the written materials that specifically addresses employees who are new to the federal government and the ethical obligations of public service.

2. Create examples or questions that:

* highlight federal public service obligations
* address practices that may differ distinctly between the private and public sectors (networking, contracting, travel, regulatory requirements/procedures, etc.)
* give the new employees an opportunity to practice identifying ethically appropriate ways of accomplishing work objectives

**C. Financial Disclosure Filers**

1. Consider having the financial disclosure filing process serve as the vehicle for new employee orientation.

2. Include information that explains the relationship between the various parts of the financial disclosure form and the ethics concerns each addresses. Use the form as the focal point for discussing concepts related to financial conflicts of interest, impartiality, misuse of position and gifts.

3. Have a conversation with the filer, either before, during or after they prepare/submit the report. The conversation could include:

* this is why you are asked to file,
* this is why this information is important and relevant to ethics,
* this is what we do with the information, and
* this is what your responsibilities are moving forward even after you file.

**II. Use Simple Delivery Methods for Distance-Learning**

“Interactivity” in initial ethics orientation for new employees does not have to be formal or technologically sophisticated. A “conversation” about ethics is interactive.

Please keep this in mind when thinking about who might introduce your new employees to your agency’s and the government’s expectations of their conduct and how that might best occur.

Examples:

1. Send agency-tailored materials with examples, questions and instructions for employees to review and complete in advance.

* Discuss the materials and debrief the questions in one-on-one or group phone calls, video conferencing, webinars, etc. A conversation can serve as a presentation.
* Provide supervisors with a list of talking points (or a script) to use to discuss ethics as part of the on-boarding of their new employees. A conversation can serve as a presentation.

2. Pre-record a presentation using your agency-approved platform. (This could be an audio-only recording.) Introduce questions throughout the presentation, pausing to provide opportunities for employees to consider their answers before debriefing them.

Send new employees the agency-tailored written materials with questions, a link to the presentation and a meeting request for a call to address any questions they have.