The following are your rights and responsibilities as a UW employee under the Code of Ethics. You have the right to:

1. Engage in outside employment
2. Maintain investments
3. Accept fees for appearances made on your own time

Corresponding to these rights, you have the following responsibilities:

**To file a statement with your supervisor if a potential conflict of interest exists.**

A. You may have a conflict of interest whenever:

   1. You do something to benefit yourself, your immediate family, or an organization with which you are associated; or,

   2. You, a member of your immediate family, or an organization with which you are associated, have substantial interest in a profit making venture.

B. The state must, by necessity, specifically prohibit those activities that will cause a conflict of interest to an employee or the State of Wisconsin. Therefore:

   1. You may not use or attempt to use your public position, state property, or use the prestige or influence of your position for financial gain or other benefit, for you, your immediate family, or an organization with which you are associated.

   2. If you are assigned to act as an official representative of the state by presenting papers, talks, demonstrations or making other appearances, you may not solicit or accept fees, honoraria, or reimbursement of expenses for personal gain. Any fees, honoraria, or reimbursement of expenses which may be offered in connection therewith shall be paid to the University.

   3. You may not intentionally use or disclose information gained in your position in any way that could result in receipt of anything of value to you, your immediate family, or any other person or organization, if the information has not previously been made public. No reprisal may be taken against you for the lawful disclosure of information which you believe evidences:

      a. Violation of any law, rule, or regulation, or

      b. Mismanagement, gross waste of funds, abuse of authority, enforcement of unreasonable agency work rules, or a substantial and specific danger to public safety.

   4. Neither you, a member of your immediate family, nor any organization in which you or a member of your immediate family owns or controls at least 10% of the outstanding equity, voting rights, or outstanding indebtedness may enter into any contract or lease involving payment or payments of more than $3000 within a 12-month period, in whole or in part derived from state funds unless you have made written disclosure of the nature and extent of such relationship or interest to the Vice Chancellor for Business Affairs and have obtained his written approval.
(5) You may not recommend or make a limited term or project appointment if the person to be hired is a member of your immediate family. You may recommend, hire, or promote a candidate for a permanent, seasonal or sessional position, who is a member of your immediate family, if that person has been certified from an open or competitive promotional register.

(6) You may not give preferential treatment in the supervision or management to an employee who is a member of your immediate family.

It is your responsibility to inform your supervisor in writing before:

A. Accepting outside employment. Note: If you are presently employed outside the university, you are requested to report such employment to your supervisor.

B. Accepting assignment to act as an official representative of the state in such matters as presentation of papers, talks, demonstrations, or making appearances.

C. Accepting fees and/or honorariums, for papers, talks, demonstrations, or appearances even when that is done on your own time and not directly related to your position.

Forms are available in the Personnel Office:

1. To advise your supervisor of a potential conflict of interest
2. To notify your supervisor of outside employment
3. To notify your supervisor of outside appearances

If you are ever accused of violating provisions of the Code of Ethics, the matter will be investigated by any or all of the following: your immediate supervisor, Dean and/or Vice Chancellor, and Director of Personnel Services. They will report their findings to the Vice Chancellor for Business Affairs.

The Vice Chancellor for Business Affairs will review the complaint and results of the investigation and will determine if a conflict of interest exists. He will transmit his findings, including any corrective action to be taken, to you, your supervisor, the complainant, and the State Division of Merit, Recruitment and Selection. Corrective action may include your temporary reassignment or disciplinary action.

Questions about your rights or responsibilities under the Code of Ethics should be referred to your supervisor or Human Resources and Affirmative Action at 715-346-2606.