



## STATE ETHICS TRAINING

State law requires all employees complete State ethics training once every four years. Please ensure that you complete the training in its entirety.

The University's expectations of ethical conduct are based on both federal regulations and State laws and are enshrined throughout our University's Regents Policies, Executive Policies, Administrative Procedures (AP) and student codes of conduct. In addition, some University employees may be subject to other professional codes of conduct related to their particular discipline or areas of responsibilities.

As State employees, each of us has always been required to follow the State Ethics Code (HRS Chapter 84). The training requirement is intended to increase awareness not just of the Ethics Code itself, but how the Code is interpreted by the State Ethics Commission. The latter may not always be intuitive, so training is highly recommended.

The training session, in person or on Zoom, is scheduled for an hour and 30 minutes and is considered part of work hours. Please register for a session at the [Hawai'i State Ethics Commission website](https://ethics.hawaii.gov/training/#online) (<https://ethics.hawaii.gov/training/#online>)

State employees who are not required to file public financial disclosure statements, which includes most UH employees, may opt to complete the [online self-directed training](#). This will take approximately 30 minutes to complete. (After logging into the Learning Management System, find the "SOH Ethics Certification" module and click "LAUNCH"). NOTE: You must be an active employee with a UH username and password is required to log into this system and may need to wait until your date of hire or soon after.

Once completed, attach a copy of the completion certificate. Click the "Browse file" button below or by using UH FileDrop (<https://www.hawaii.edu/filedrop>) to transmit the certificate to your departmental HR support staff.

If you have any questions, contact your departmental HR support staff.

### ACKNOWLEDGMENT

- I have attached the State Ethics Certificate of Completion.
- I have FileDropped the State Ethics Certificate of Completion to my departmental HR support staff.
- I am a re-hire and have completed this training within the last four years and have previously provided the State Ethics Certification of Completion to my departmental HR support staff.

Employee

Signature

Date