October 2, 2017

Dear University Employee:

As state employees, we have a duty to conduct ourselves in a manner that will maintain and strengthen the public’s trust and confidence in the integrity of Southern Illinois University Carbondale. Furthermore, we are obligated to follow state law, which includes the State Officials and Employees Ethics Act. Annual ethics training is a state law requirement and a condition of your employment. The ethics training program has been advantageous to us as a university community and helped to maintain the high standards of professional conduct we have for all employees. This year’s training should assist you in making ethical decisions that can further the University’s interest. The training program’s content has been updated and is intended to familiarize you with the laws and rules that apply to functions you perform on behalf of the University and the State of Illinois.

The online training program takes approximately 30 minutes to one hour to complete. You may complete the ethics training during your regular work hours or as directed by your supervisor. I encourage you to complete the training as soon as possible. The university deadline to complete the online training is **November 7, 2017**.

If you do not have access to a computer or if you need other assistance in completing the online training, then please contact either your supervisor or Tracy Bennett, Ethics Training Administrator, at 618-453-2474.

Thank you for your continued dedication to Southern Illinois University Carbondale.

Sincerely,

[Signature]

Carlo Montemagno
Chancellor
2017 ON-LINE ETHICS TRAINING NOTICE

Annual on-line ethics training is mandatory for all permanent SIU faculty, staff, and graduate assistants.

Start Date: October 16, 2017
University Deadline: November 7, 2017
Training Website: www.workplaceanswers.com/uillinois

LOGIN INFORMATION

- Your User ID is a combination of your name and the month and day of your birthday.
  Example: John L. Smith born June 5th
  User ID: JohnLSmith0605

- Default password: ethics#123
  (You will be prompted to change the password on your first login.)

HELP DESK INFORMATION

If you encounter technical problems accessing the training, it is your responsibility to contact Labor and Employee Relations immediately at 618-453-2474.

CONTACT INFORMATION

If you have questions about an ethics issue or need other assistance in completing this training, please contact your campus Ethics Training Administrator or the University Ethics Office:

SIUC:
Tracy Bennett
Labor and Employee Relations
618-453-2474
tracyben@siu.edu

SIU System:
Michelle Taylor
Ethics Office
618-536-3461
ethics1@siu.edu

For more information, please visit the SIU Ethics website at www.ethics.siu.edu