

OSE NEWS SEPTEMBER 2013

Message to Agency Ethics Liaisons and Compliance Officers

Dear Agency Ethics Liaisons and Compliance Officers:

The mission of the Connecticut Office of State Ethics is to practice and promote the highest ethical standards and accountability in state government by providing education and legal advice, ensuring disclosure, and impartially enforcing the Code of Ethics.

The Citizen's Ethics Advisory Board believes that education is often the most visible aspect of the Office of State Ethics' work, and Agency Ethics Liaisons and Compliance Officers have an integral role toward maintaining high ethical standards for all public officials and state employees.

Often, an individual such as yourself is assigned to be the Ethics Liaison or Compliance Officer for your agency. ***What does that mean? What responsibilities does this role encompass?*** The Citizen's Ethics Advisory Board has focused on enhancing our educational efforts through the development of our latest publication - [Agency Ethics Guide: Ethics Liaisons and Compliance Officers](#), which will be distributed to your Commissioner/Agency Head in mid-October.

The Citizen's Ethics Advisory Board believes that one of the most important components of the Ethics Liaison Guide is the voluntary self-audit, which was developed to assist you in integrating best practice management strategies in relation to the Code of Ethics. The self-audit is intended to assist you in thinking about your ethics-related leadership and will benefit your agency and the employees you serve.

The audit areas of review are: Education, Agency Ethics Policies, Liaison Communication, Ethics Advice, Conflicts of Interest, Statements of Financial Interests and Reporting.

Self-Audit Sample:

Requirement	How do you/your agency comply with this requirement?	Date Last Completed?	Action Items
Educate your agency head regarding the mandatory obligation to report violations			
New employees that are required to file are added to the SFI system within ten days			
Develop a system to identify Conflicts of Interest			

In closing, it is my hope that we continue to build a partnership and to promote ethics in the workplace. Please do not hesitate to contact me directly. I am available to answer questions, and of course look forward not only to working with you, but to receiving your feedback and comments concerning our educational tools, website and monthly communications.

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