



Ethics Policies, Procedures & State Ethics Posters

- I. [Connecticut State University System Ethics Statement](#)
- II. [A Guide to the Code of Ethics for Public Officials and State Employees](#)
- III. State of Connecticut Ethics Commission Website - www.ct.gov/ethics/site/default.asp
- IV. WCSU Ethic's Liaison Officer:
Western Connecticut State University has designated the following individual as the University Ethics Liaison officer:

Mr. Frederic Cratty
Chief Human Resources Officer
Western Connecticut State University
181 White Street
Danbury Connecticut
University Hall
Telephone: 203-837-8665
Fax: 203-837-8613
Email: crattyf@wcsu.edu

The Ethics Liaison Officer shall be responsible for coordinating appropriate training programs, monitoring agency policies relevant to ethics compliance, and serve as a resource for ethics guidance and advice. The Ethics Liaison Officer will be the liaison to the Office of State Ethics to screen and refer issues to the Office of State Ethics. Since the Ethics Liaison Officer cannot or should not provide legal advice regarding ethics issues, he or she will refer an individual to the Office of State Ethics when necessary or seek legal advice from the Office of State Ethics on such individual's behalf. The Ethics Liaison Officer should also serve as the liaison to its constituency groups (e.g. contractors) to ensure that they are made aware of relevant restrictions under the Code when they interact with agency personnel. The Officer must also be responsible for disseminating information to keep employees apprised of the latest Office of State Ethics rulings, enforcement actions, and statutory changes. The Ethics Liaison Officer is not to be considered an enforcement officer but rather an informational resource and counselor.

Individuals seeking the assistance of the University's Ethic Liaison Officer may contact him during the regular business hours of the University (works days from 8:30 AM to 4:30 PM).

Individuals may also contact the Office of State Ethics directly via the following means:

Office of State Ethics
18-20 Trinity Street
Hartford, Connecticut 06106-1660
(860) 566-4472 (phone)
(860) 566-3806 (fax)
www.ct.gov/ethics/site/default.asp



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- V. Below is a sample of the Supervisors Gift Letter for which supervisors may use to notify the State Ethics Commission is Supervisor of Future Receipt Gift Valued at \$50 or more:

Date

Peter Lewandowski
 Associate General Counsel
 Office of State Ethics
 18-20 Trinity Street
 Hartford, CT 06106-1660

Dear Attorney Lewandowski:

Please be advised that I plan to authorize the acceptance of a gift to the State in excess of \$50.00 from a company called _____ which is seeking to do business with/doing business with _____ (name of university.) This gift would be comprised of _____ (e.g., items, lodging, meals or transportation). This gift will incidentally benefit a member/members of the university's faculty/staff. The purpose of the gift will be to _____.

I hereby certify, as the supervisor of the faculty/staff members who will benefit incidentally from this gift, that this gift will facilitate the university's educational mission. This gift to the State will also comply with the requirements of Connecticut General Statutes §1-79(e)(5), since it will be comprised of goods and services provided to the State to support participation by state employees in _____ that will facilitate the university's educational mission. _____ (name of university) sanctions the future receipt of this gift to the state.

- VI. Ethics Posters for Connecticut State Agency Use

Public Service	Gift Acceptance	Seeking Employment Poster
Impartiality	Gratuities from Contractors	Post Employment
Outside Employment	Widely Attended	