

IF YOU **SEE** SOMETHING  
**SAY** SOMETHING  
**DO** SOMETHING

## Ethics

### Alaska Executive Branch Ethics Act

#### Disclose

- Work performed outside of the university, including self-employment, independent contracting or consulting
- Any volunteer or uncompensated work if there is any possibility the work involves the same issues or people as your university duties
- All employee and employee family member interests in contracts with the university
- Employment of your immediate family members by the university

#### Outside employment must be disclosed

- Prior to beginning the employment
- When changes occur
- Every July 1, even if a form was previously submitted (or within 30 days of beginning or resuming university employment).

Quick reference: [www.alaska.edu/files/hr/ethicsact\\_quickref.pdf](http://www.alaska.edu/files/hr/ethicsact_quickref.pdf).

Contact Brad Lobland at 474-7700 if you have questions.



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