



September 16, 2016

Subject: Fostering an Ethical and Secure Workplace

Western Oregon University has a long tradition of excellence and our continued success with our students depends on you. Each of us is committed to discovering ways that we can improve our outcomes and developing innovative practices that are seen as the best practices in higher education. In these efforts, we need to be committed to high ethical and unwavering integrity. These values ensure that Western is seen as a community of learners dedicated to meeting our mission and the needs of our state.

To accomplish this, we must expect the best from ourselves because of who we are as a University and as individuals. It is as important as our ability to deliver the best educational outcomes. How we manage our business internally, and how we interact with our internal constituents and our external partners and communities, impacts our productivity and success. It's not enough to just do the right things; we have to do them the right way. All WOU employees are entrusted with public assets and with that comes a responsibility to be prudent stewards to use the resources entrusted to us in the manner for which they were intended. We have a public trust and we take these responsibilities seriously.

In order to support these values, it is important that all Western Oregon University employees read and understand the key laws, rules and policies that are intended to ensure we meet these goals. These are:

- Oregon Government Ethics Law (ORS Chapter 244), which codifies ethics and conflict of interest policies that you are required to follow as you conduct WOU business. See the [guide for public officials](#) and [supplement to the guide for public officials](#).
- The [financial irregularities policy](#) that sets forth your responsibilities and the process for reporting known or suspected financial irregularities.
- WOU [information security policy](#) that sets forth your responsibilities relating to the security of electronic information systems and confidentiality of data.
- The WOU [student records policy](#), including the Family Educational Rights and Privacy Act (FERPA), provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records.

As a further resource, a more comprehensive listing of state laws and rules, as well as the policies that guide the operations of WOU and the Board of Trustees, can be found at:

- [Board Statement on Ethics and Conflict of Interest](#)
- [WOU Policies](#)

All Western Oregon University employees are responsible for understanding and complying with Oregon Government Ethics Law, applicable government regulations, and WOU policies. As WOU employees, we also have a responsibility to raise compliance and ethics concerns through our established channels.

If you have any questions regarding any of these policies, please ask your supervisor for clarification.

Thank you for your attention to this important topic,

Rex Fuller

Office of the President