

September 22, 2014

Subject: Fostering an Ethical and Secure Workplace

Western Oregon University aspires to be a great University, **and our success depends on you.** It depends on people who innovate and are committed to improving our outcomes responsibly, people who dedicate themselves to satisfying customers, helping partners, and improving the communities in which we do business; people who are accountable for achieving big, bold goals **with unwavering integrity**, people who are leaders, who appreciate that to be truly great, we must continually strive to do better ourselves and help others improve.

We must expect the best from ourselves because of whom 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 think about and work with customers, partners, governments, vendors and communities—impact 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 the public assets and with that comes a responsibility to be prudent stewards and to safeguard, preserve and protect these funds and this trust. We take these responsibilities seriously.

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

- 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 at http://www.oregon.gov/OGEC/docs/Public_Official_Guide/2010-10_PO_Guide_October_Final_Adopted.pdf
- The *financial irregularities policy* that sets forth your responsibilities regarding and the process for reporting known or suspected financial irregularities. Access the policy at <http://www.wou.edu/admin/business/financialconcerns.php>
- WOU *information security policy* that sets forth your responsibilities relating to the security of electronic information systems and confidentiality of data. See the policy at http://www.wou.edu/ucs/policy/AAinformation_security_manualv1.0.pdf
- 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. Access this information at http://www.wou.edu/provost/registrar/privacy_students.php

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

- http://www.ous.edu/state_board/polipro and
- <http://www2.wou.edu/pls/wou2/policy.woupolicy.main>

All WOU employees are responsible for understanding and complying with ORS 244, applicable government regulations, and WOU and OUS policies. As WOU employees, we also have a responsibility to raise compliance and ethics concerns through our established channels. This is the way to ensure that WOU is and continues to be a great organization of great people.

If you have any questions regarding any of these policies, please ask your supervisor for clarification or for a resource who can respond to your question.

Thank you for your attention to this important topic,

A handwritten signature in black ink that reads "Mark Weiss". The signature is written in a cursive style with a large initial 'M'.

Mark Weiss