The Universities of Wisconsin Administration Office of Compliance & Risk Management: Enhancing an Ethical Workplace Culture Checklist

Enhance the Ethical Culture Together

❏ Enhancing a strong and effective ethical culture is a shared responsibility by all employees.

❏ All Universities of Wisconsin employees shall act with the highest ethical and professional standards of conduct. Ethics Officers and senior leadership should create a sense of importance and priority around doing what is right; this will help us meet legal requirements and foster ethical and lawful conduct. If you find a problem, you have to fix it. If you identify weaknesses in your ethics and compliance programs, you need to address it. Regent Policy Document 20-22: Code of Ethics is available for reference.

❏ To enhance your institutions ethical workplace culture, consider integrating core values into the day to day as well as programming; assess your code of conduct at an institutional level; ensure leaders are showing a good example and practice what they are asking of employees.
Questions to consider

- What type of ethical workplace culture does your institution have? Hope to have?

- How can you enhance the ethics culture and build programming?

- What core values could be used to improve behavior?

- How will you incorporate those core values into your day to day?

- What innovative ideas will you implement?

- How can you collaborate with colleagues at other UW institutions? Your own institution?

Establish a Functioning Institutional Ethics Committee

❏ Each UW Institution must have an Institutional Ethics Committee, as a requirement of Chapter UWS. Staff Code of Ethics, UWS 8.035 Institutional Ethics Committee.

Questions to consider:

- Is your institution tracking committee consultations with employees? Completing an annual report that is made public?

- Do members of your institution's unclassified staff know that this committee is available for consultation and advice on the application of UWS 8.035?

- Do unclassified employees understand they must avoid and report any potential conflicts of interest?

Develop Ethics Programs Based on Core Values

❏ By focusing on core values with the foundation of your institution's workplace culture, employee behavior may be positively impacted, and ethical violations can be curbed.

❏ Step by step action items: set core values; address the gaps; promote trust and accountability; respond/ enforce; communicate, share, remind.

❏ The Universities of Wisconsin Administration Policy 1292: Workplace Conduct Expectations state that we must follow minimum general expectations for conduct: fairness and respect toward others; protect and preserve Universities of Wisconsin resources; act ethically and with integrity; contribute to a healthy and safe workplace; promote a culture of compliance.
Questions to consider:

- What are your institution's core values? The Universities of Wisconsin Administration Strategic Plan focuses on purpose-driven, people-focused, and commitment to stewardship.

- How can you incorporate core values into your day to day? Into compliance programming?

- What are some innovative ideas to remember core values?