



STEVEN CHU
DIRECTOR

To: All Berkeley Lab Employees

Re: Online *Ethics Briefing*

Date: March 5, 2007

The University of California Office of the President believes all employees should be familiar with and live up to the *Statement of Ethical Values* and the *Standards of Ethical Conduct*, which were adopted by the UC Regents in May 2005. To publicize and promote these values in the workplace, the University is requiring all UC and Berkeley Lab employees to take an on-line *Ethics Briefing*.

Berkeley Lab Commitment to Ethics

Senior Lab Management has already taken the online briefing. Extending it to the rest of the Laboratory staff provides all of us at Berkeley Lab with a common frame of reference for ethical conduct at the Laboratory. I encourage all employees and supervisors to take time to focus seriously on the issues raised by the Briefing training. The ethical values we hold in common and communicate to others in the Lab are crucial for the success of Berkeley Lab.

HR has provided the following details about the *Ethics Briefing*. Please read and act upon this information.

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The Briefing

The *Ethics Briefing* will be available at Berkeley Lab starting March 8 and it must be completed by May 7, 2007. It is offered online and can be taken on any computer with Internet access. The Briefing takes about thirty minutes to complete.

Developed by UCOP with a vendor who specializes in on-line training, Workplace Answers, the *Briefing* includes interactive scenarios of many of the ethical challenges and situations in today's workplace. Reference materials and ethics contact information are included in the briefing.

Who Needs to Take the *Ethics Briefing*

All Berkeley Lab employees are required to complete the *Ethics Briefing*. Joint UC faculty will take the Ethics Briefing at their UC campus. All UC locations will be launching this briefing over the next few months.

How to Take the *Ethics Briefing*

On or around March 8th, employees will receive an email with a personalized link to the online briefing. Supervisors are responsible for ensuring that employees who do not have a computer or who otherwise are unable to complete the briefing attend a classroom briefing. This classroom training

will be held in April. The dates, times and arrangements will be communicated to these employees through their supervisors and HR Center staff.

Employees who charge time to scientific projects that do not allow for training should contact a supervisor or manager for the appropriate Division overhead charge number.

More Information

For more information, employees may visit the [UC Ethics Website](#) to learn more about the history of the *Statement of Ethical Values* and the *Standards of Ethical Conduct* and UC ethics policies and resources.

Sincerely,



Steven Chu