



October 1, 2018

Dear SIU School of Medicine Employee:

As state employees, we have a duty to conduct ourselves in a manner that will maintain and strengthen the public's trust and confidence in the integrity of Southern Illinois University. Furthermore, we are obligated to follow state law, which includes the State Officials and Employees Ethics Act. Annual ethics training is a state law requirement and a condition of your employment. The training program's content has been updated and is intended to familiarize you with the laws and rules that apply to functions you perform on behalf of the University and the State of Illinois.

You have already been registered for the internet-based training. **You are required to complete the online training during the training period of October 1 – October 31, 2018.**

The online training program takes approximately 30 minutes to one hour to complete. **Please be aware the time you spent completing this training may be monitored. Failure to carefully read and review all of the program's subject matter may invalidate your completion certificate and thus require you to complete additional ethics training.** You may complete the ethics training during your regular work hours or as directed by your supervisor.

If you do not have access to a computer or if you need other assistance in completing the online training, then please contact either your supervisor or Shawn Wilson, Ethics Training Administrator, at 217-545-4248.

If you experience technical problems, please contact one of the following contacts to resolve the matter so you are able to complete your training in the timeframe required:

- Technical Support Service desk at techsupport@siumed.edu or 217-545-HELP (Option 1)
- SOM Ethics Act Administrator at 217-545-4248 (Shawn Wilson)

Also visit the Ethics Office website at <http://www.ethics.siu.edu> for additional information.

Thank you for your cooperation in adhering to this state requirement.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jerry Kruse".

Jerry Kruse, M.D., MSPH
Dean and Provost

