

June 2, 2016

Dear CAHNRS Faculty, Staff, and Affiliates:

In the last six months, our college has undergone a number of workplace audits by the Washington State University (WSU) Office of Internal Audit due to suspected improper governmental and employee actions. The outcome of these audits has indicated palpable findings in regards to misuse of resources, alcohol, and nepotism. Violations of policy or law are considered unacceptable and must be given top priority by unit leaders, employees, and affiliates to address, cease and desist.

Responsibility and accountability for following WSU policy, state and federal law rests with each individual employee, the employee(s) who authorizes such work, and individuals accessing WSU facilities, equipment, and services. It is the expectations of the college to ensure all policies and laws are followed.

Below are highlights of each relevant policy and law that each of you are expected to be mindful of and follow appropriately:

### **Personal Use of University Resources**

A University employee may not use state resources under her or his official control, direction, or custody for private benefit or gain of the employee or any other person. State resources include, but are not limited to, the use of University facilities, equipment, or services. The law prohibits state employees from having a financial interest or engaging in business activities that are in conflict with the proper discharge of their official duties.

Applicable laws and policies include Business Policy and Procedures (BPPM) 20.37; Revised Code of Washington (RCW) 42.52.900; Washington Administrative Code (WAC) 292-110-010; Faculty Manual; and Administrative Professional Handbook.

### **Alcohol**

Washington State University (WSU) prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol on university-controlled property. Consumption or possession of alcohol in any University-owned or -controlled property is prohibited, except when participating in a sponsored event for which there is an alcohol license or banquet permit. Alcohol cannot be distributed at WSU events held at WSU facilities during regular business

hours (8:00 a.m. – 5:00 p.m., Monday through Friday). WSU complies with and strictly enforces federal and state laws.

Applicable laws and policies include Drug-Free Schools and Communities Act Amendments of 1989; Drug-Free Workplace Act of 1988; WAC 357-40, WSU Executive Policy #20 Drug and Alcohol Policy; WAC 357-26; RCW 46.25, Uniform Commercial Driver’s License Act; Faculty Manual; and Administrative Professional Handbook.

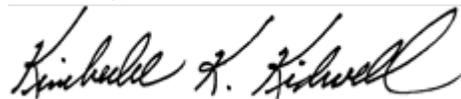
**Nepotism**

WSU does not permit employees to supervise or to participate in employment decisions (including hiring/funding/appointment decisions) affecting family members, household members, intimate partners, or state-registered domestic partners. No University employee shall supervise, vote, make recommendations, or in any other way participate in the employment decision of any matter that may directly affect the appointment, tenure, promotion, salary, or any other status or interest of such employee’s parent, child, spouse, partner, state registered domestic partner, sibling, in-law, or close relative. All University employees are responsibility to self-report possible conflicts related to family members.

Applicable laws and policies include Business Policy and Procedures (BPPM) 60.14; Faculty Manual; and Administrative Professional Handbook.

Thank you for your immediate attention to this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Kimberlee K. Kidwell", enclosed in a thin black rectangular border.

Kimberlee K. Kidwell  
Acting Dean