# Introduction

- Ethics@Work provides proactive education and support to City employees.

- This is a short update on our activities since the October 2022 update.

- Contents:

  1. **Content Creation**
  2. **Subject Matter**
  3. **Departmental Outreach**
  4. **Commission-wide support**

1. Content Creation

Summary of Ethics@Work's material development

- Content creation proceeding as scheduled

- Multimedia approach
  - Webpages
  - Printable content
  - Videos
  - Self-guided lessons (SF Learning)
  - Workshops
  - Social media posts

- Responding to Departmental requests for trainings & materials
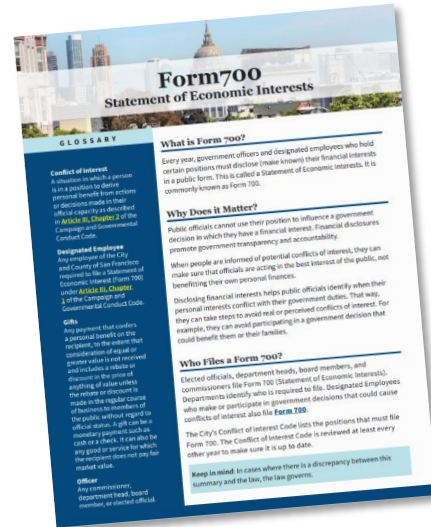
2. Subject Matter

Summary of content and subjects to be developed through our multimedia approach

- **Position-Specific Content**
  - Leading with Ethics – Commissioners
  - Leading with Ethics – Department Heads
  - CCSF Employees Dos and Don'ts
  - CCSF Officer Dos and Don'ts
  - Leading with Ethics Department Heads
  - I fill out a Form 700: What do I Need to Know?
  - Officials Running for Office
  - Seeking a Permit – An Ethics Guide
  - Governmental Ethics & City Contractors
  - Governmental Ethics & Lobbying

- **Subject-Specific Content**
  - Form 700
  - Conflicts of Interest
  - Whistleblowing
  - Gifts, travel, and Honoraria
  - Behested Payments
  - Leaving Office
  - Selective Assistance
  - SB 1439
  - Secondary Employment

3. Departmental Outreach

Engaging departments to engage their workers

- Ethics@Work will reach out to departments to develop detailed engagement plans for their agencies.

- Goal is to develop custom plans to disseminate materials and develop workshops.

- Team will document the responsiveness of each agency for the annual report.

- Begins in April, starting with the largest departments (sorted by projected 2022-2023 budgets)

4. Commission-Wide Support

Lending the team's time & talents to the Commission's other work

- Form 700 Deadline Support
  - Mobilizing Ethics@Work team to support Engagement & Compliance team's efforts

- Language Access
  - Implementing steps from the Language Access Ordinance
  - Includes reception & phone protocols to assist non-English speakers
  - Determining materials required for translation, including certain training materials

- As-needed Content Development
  - Supporting other Commission units with content creation for emerging needs (for example, behested payments rollout).

- Website & Branding Support
  - Worked with EDDA to improve styles for improved accessibility.
    - Highly-readable & accessible fonts
    - High-contrast colors

  - Developed formatted document templates
    - Cuts down staff time on formatting
    - Improves compliance with accessibility standards

City & County of San Francisco
Ethics Commission

THANK YOU

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