

Human Resources Office Town and County of Nantucket



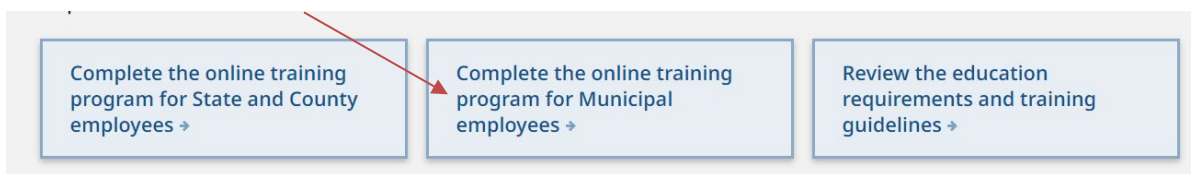
MANDATORY PUBLIC EMPLOYEE STATE ETHICS ONLINE TRAINING PROGRAM & SUMMARY OF THE CONFLICT OF INTEREST LAW ACKNOWLEDGEMENT

To be completed within thirty (30) days of starting employment for new employees and annually for all current employees, committee & board members.

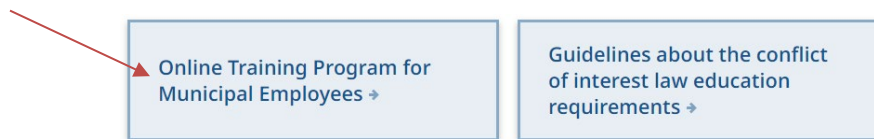
Chapter 28 of the Acts of 2009, the ethics reform law, imposes education and training requirements on public employers and public employees. The law authorizes the Commission to establish procedures to implement and ensure compliance with these requirements, and these Implementation Procedures are issued pursuant to that authority.

Go to the State Ethics Training Website: <https://www.mass.gov/online-conflict-of-interest-training>. Please review the instructions prior to beginning the online training program.

1. Click on the **Complete the online training program for Municipal employees:**



2. Select the **Online training program for Municipal Employees:**



Before You Begin

Slide 00:03 | 00:20

Disclaimer:
The information presented in the program provides general information about the conflict of interest law and the compliance requirements. The information in this program is not designed to be a substitute for legal advice and should not be viewed as constituting legal advice. If you encounter a conflict of interest situation, you are urged to contact the Ethics Commission's Legal Division at 617-371-9500 to obtain specific advice about your situation.

To begin the course, press the Slide button or use your space bar or Ctrl-Alt-Space to start the audio.

Turn Off Pop-up Blockers
All Pop-up Blockers must be turned off. In Internet Explorer, click the Tools drop-down menu; then select Pop-up Blocker. If Pop-up Blocker is on, click Turn Off Pop-up Blocker. If you are running another browser, refer to the Help option for that browser.

Adjust Audio
Please set your computer volume control now to a comfortable level. (Contact your PC support organization for assistance)

Accessibility Information
Narration:
This course is fully narrated, and a complete transcript is available. To start or pause the audio or video, use the Start Slide button or Ctrl-Alt-Space. Use the Mute button or Ctrl-Alt-M to read at your own leisure or have a screenreader do the narration for you. To unmute the audio, use Unmute button or Ctrl-Alt-U.

Use Headset (if available)
If available, we recommend you use headphones to avoid disturbing colleagues and to minimize distractions during the training. Headsets for PCs (and laptops) typically use standard audio connection (3.5 mm stereo jack plug which is compatible with most MP3 players and iPhones) so you can probably use your personal headphones or earbuds if you prefer. You can plug into the jack plug in the front of your PC or laptop (look for Green plug or headset icon).

View Transcript Option
To view the transcript for the current slide, click the Script tab on the left, or enter Ctrl-Alt-S.

Click the Next arrow button to continue

State Ethics Commission
Commonwealth of Massachusetts

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Please contact David Giannotti, the Commission's Public Education and Communications Division Chief, at 617-371-9505 or David.Giannotti@state.ma.us if you are having difficulty accessing or completing the online training program.

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3. **Assessment Instructions:** The learning assessment should take approximately 5 minutes to complete. If you are a member of a board or commission, click the **COMMISSION or BOARD MEMBER ASSESSMENT**, otherwise click **MUNICIPAL EMPLOYEE ASSESSMENT**.

The screenshot shows a presentation slide titled "Assessment Instructions". The slide content includes:

- A video player at the top with a progress bar at 00:02 / 00:57.
- An image of a hand placing a puzzle piece labeled "Assessment".
- Text: "The learning assessment should take approximately 5 minutes to complete. After completing the assessment, you will be able to complete the program and notify your employer."
- Section: "To begin:"
 - If you are a member of a municipal board or commission, click the **Commission or Board Member** button below.
 - Otherwise, click the **Municipal Employee** button below.
- Two buttons: "Commission or Board Member: Assessment" (light blue) and "Municipal Employee Assessment" (light green).
- Section: "If you click Cancel during the assessment:"
 - You will **exit** the assessment (**Note:** Your answers will **not** be saved)
 - Review** the course material (using the *Contents* menu to jump to desired topics)
 - Take** the **assessment** again
- A "Cancel" button at the bottom.
- Page number: "Page 75 of 98"

4. Remember to **print your completion certificate** to submit to HR@nantucket-ma.gov, and please retain a copy for your records. The Ethics Commission will not have any records to verify that you completed the program. To electronically save your completion certificate, you must convert it to a .pdf and then save it to your computer or network. You can also print and scan the completion certificate or save it to your computer as a screenshot. **Either way, the completion certificate can then be emailed HR@nantucket-ma.gov as an attachment.**

The screenshot shows a presentation slide titled "Successful Assessment Completion". The slide content includes:

- A video player at the top with a progress bar at 00:09 / 00:21.
- An image of a classical building facade.
- Text: "Congratulations! You have successfully completed the learning assessment."
- Section: "1. Request Course Credit"
 - If you are using PACE or some other Learning Management System (LMS):
 - Click **Course Credit** button to automatically notify your employer that you have completed the course **only** if you have been instructed by your employer to do so.
 - After** clicking the **Course Credit** button, if you also wish to print a completion certificate, click the **Print Certificate** button and fill out the information.
 - Do not click the Print Certificate button until after you click the Course Credit button only** if you are using PACE or some other LMS to receive course credit. Once you click the **Print Certificate** button, you will not be able to click the **Course Credit** button.
- Section: "2. Fill Out and Print Certificate"
 - If not using an LMS, you must click the **Print Certificate** button and complete the information to print a course completion certificate to provide to your employer (Please save a copy for your records).
- Section: "Note: By clicking the **Course Credit** button and/or printing the **Completion Certificate**, you will have taken the final step in completing the Conflict of Interest Law online training program. **Completion of this program is required by G.L. c 268A, the conflict of interest law.**
- Buttons: "Course Credit" (light blue) and "Print Certificate" (light green).
- Page number: "Page 96 of 98"

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CONFLICT OF INTEREST LAW

Certificate Employee Data Form

Options Help Mute

Directions:
Please enter your information into the fields below. The information you enter will be included in your certificate. After completing all fields, click View Certificate to view and print a certificate of completion. Then click the Next button to continue.

Your Name:

The Name of your Municipality or District:

The Board or Committee you serve on, or the Department that employs you:

Your Position Title:

State Ethics Commission
Commonwealth of Massachusetts



5. After completion of the online training program please review the Summary of the Conflict of Interest Law here: <https://www.mass.gov/service-details/summary-of-the-conflict-of-interest-law-for-municipal-employees> *Summaries of the Law are also available in Spanish

Please contact Human Resources at 508-228-7200 x7328 or by email at HR@nantucket-ma.gov if you have questions concerning your education requirements.

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