



Hi CPAESS Staff,

We wanted to draw your attention to the requirement for all UCAR staff (anyone who receives a paycheck from UCAR) to:

1. Complete an annual Conflict of Interest Statement, and
2. Certify you have read, and will comply with, the UCAR Code of Conduct.

If you're an unpaid Visitor, you're only required to complete the UCAR Code of Conduct statement.

In both cases, the forms have been delivered via email to your [Workday inbox](#) on August 1, 2019. Instructions on completing the forms are in Workday Basics. The guide can be found [here](#).

Full copies of the Conflict of Interest Policy and the UCAR Code of Conduct are also accessible on the UCAR Ethics and Integrity [web page](#).

Please note that recent new hires are asked to complete these forms again, even if they were completed as part of the new hire process.

Questions can be directed to UCAR's Ethics Officer, Meg McClellan ([mmccllell@ucar.edu](mailto:mmccllell@ucar.edu); ext. 8875).

Thank you.

CPAESS Splash – Conflict of Interest  
Monday, August 12, 2019