

Conflict of Interest – State Ethic Law --Online Training Course

www.muniprogram.state.ma.us

The screenshot shows the 'Before You Begin' screen of the Conflict of Interest Law Online Training Program. The interface includes a navigation menu on the left with sections like 'Getting Started', 'Contents', and 'Script'. The main content area contains several instructional boxes: 'Disclaimer', 'Turn Off Pop-up Blockers', 'Adjust Audio', 'Use Headset (if available)', 'Accessibility Information', and 'View Script Option'. A blue circle highlights the 'View Script Option' box, which instructs users to click the 'Script' tab or use the keyboard shortcut Ctrl Alt S. The bottom of the screen features a progress bar, a 'Mute' button, and a 'Next' button.

Before You Begin

Contents **Script**

Getting Started

1. Conflict of Interest Law Overview
2. Gift Restrictions
3. Self-Dealing and Nepotism
4. Standards of Conduct
5. Divided Loyalties
6. Prohibited Financial Interests in Contracts
7. Restrictions after Leaving Public Employment
8. Members of Commissions and Boards

Assessment

Next Steps

Conflict of Interest Law
Online Training Program for Municipal Employees

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.

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)

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).

Accessibility Information
This course is fully narrated, and a complete transcript is available. Click the Mute button below or enter **Ctrl Alt M** on your keyboard if you wish to mute the course audio and read at your own leisure or have a screenreader do the narration for you. To un-mute the audio at any time during the course, click the Unmute button or enter **Ctrl Alt U** on your keyboard. For more accessibility information, enter **Ctrl Shift A**.

View Script Option
To view the narration script, click the **Script** tab on the left, or enter **Ctrl Alt S**.

When you are ready to begin, click the Next arrow button.

State Ethics Commission
Commonwealth of Massachusetts

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The initial screen provides you with additional information on computer requirements such as audio and pop up blockers.

Should you prefer (or do not have audio) you can view the script of what is in the video



This is a sample of the Certificate of Completion that is REQUIRED to be filed with the Town Clerk

Blank Certificates will NOT be accepted. Generally this happens when your pop up blocker is not turned off. See screen shot on how to fix those issues.

All others are Commission or Board Members and should select that one

ISSUES? Check to make sure your
pop up blockers is set to OFF