



**United States Office  
of Government Ethics**

# **Executive Branch Employee Ethics Survey 2000**

Please respond within 7 days of receipt.

Survey prepared by Arthur Andersen LLP for  
the U.S. Office of Government Ethics



Please Read the Following **Before** Completing This Survey.

**PURPOSE**

This survey is designed to gather feedback from employees about their awareness of the Government's executive branch ethics program and their attitudes toward ethical issues in their agencies. It will be used to help the U.S. Office of Government Ethics improve the executive branch ethics program.

**FREQUENTLY ASKED QUESTIONS**

**How will confidentiality be maintained?**

The survey does not ask for any information that would reveal your identity (for example, your name, social security number or specific work location) or your agency's identity. No one will be able to identify your survey responses.

**Why did I receive a survey and a coworker of mine did not?**

Employees who received the survey were randomly selected from employees in the executive branch. Employees were selected to ensure representation of certain employee groups (for example, various grade levels).

**Whom should I contact if I have questions about this survey?**

Arthur Andersen LLP is managing the survey process for the U.S. Office of Government Ethics. If you have any questions, please contact the contractor directly via e-mail at [ethicssurvey@us.arthurandersen.com](mailto:ethicssurvey@us.arthurandersen.com) or by phone at 630-444-4379.

**DEFINITION**

For the purpose of this survey, the terms "ethics" and "ethical" have a narrow meaning. They are intended to describe the rules of ethical conduct based on two fundamental principles. Executive branch employees—

- Should act impartially in carrying out their official duties and
- Should not use their public office for private gain.

The rules of ethical conduct, for example, include ethics restrictions and prohibitions that limit or bar employees from –

- Accepting gifts given to them because of where they work or what they do in their Government jobs;
- Giving gifts to their supervisors or accepting gifts from their subordinates;
- Doing work for the Government that could benefit them personally;
- Using Government property, time, or resources for personal tasks;
- Using their Government title or position to get favors for themselves or their friends and relatives; and
- Accepting payment for doing their Government jobs from people outside the Government.

Types of misconduct NOT covered by this survey include:

- Sexual harassment
- Discrimination
- Unfair treatment in terms of promotions, awards, discipline and ratings
- Substance abuse

Your agency's ethics program involves activities that are undertaken to assist employees in understanding and adhering to the executive branch rules of ethical conduct. Program activities include educating employees regarding the ethics standards expected of them and providing counseling and answering employee questions about ethics.



**GENERAL INSTRUCTIONS**

- Please complete this survey only if you are a Federal employee in the executive branch.
- Please respond within 7 days of receipt.
- The survey will take approximately 20 minutes to complete.
- Please select the best response for each question based on your experiences, opinions, or perceptions.
- Indicate your responses in pencil by marking the circle corresponding to your response choice.
- Return your completed survey in the postage-paid envelope provided. If your envelope was misplaced, please send the survey to:

Employee Ethics Survey  
 Arthur Andersen LLP  
 1405 N. Fifth Avenue  
 St. Charles, IL 60174

**PART A**

**Instructions: Unless the instructions otherwise indicate, please select the one most appropriate response for each question.**

	<b>Very Much So</b>				<b>Not at All</b>
1. How familiar are you with your agency's ethics program?	⑤	④	③	②	①
2. To what extent do you believe each of the following items describes an objective of your agency's ethics program?					
2a. To prevent violations of ethics policies.	⑤	④	③	②	①
2b. To educate employees regarding the ethics standards expected of them.	⑤	④	③	②	①
2c. To ensure and strengthen the public's trust in Government.	⑤	④	③	②	①
2d. To detect unethical behavior.	⑤	④	③	②	①
2e. To discipline/prosecute violators.	⑤	④	③	②	①
2f. To ensure fair and impartial treatment of the public and outside organizations in their dealings with your agency.	⑤	④	③	②	①
2g. To answer employee questions about ethics.	⑤	④	③	②	①
3. How familiar are you with the rules of ethical conduct for executive branch employees?	⑤	④	③	②	①
4. How useful are the rules of ethical conduct in guiding your decisions and conduct in connection with your work?	⑤	④	③	②	①



Yes No

5. Are you aware that there are officials in your agency whose job responsibilities include providing advice to employees on ethics issues?

1 2

6. In the last 5 years have you sought ethics-related advice in connection with your work?

1 2

If you selected "No" to Question 6, skip to Question 10.

7. If you have sought ethics-related advice in the last 5 years, did you consult your agency ethics official?

1 2

If you selected "No" to Question 7, skip to Question 8.

Very Helpful Not Helpful

7a. How helpful was your agency ethics official?

5 4 3 2 1

8. If you consulted someone other than your agency ethics official, indicate who you consulted (e.g. Supervisor, Human Resources Office, General Counsel's Office, Colleague, etc.) and rate the helpfulness of each.

Very Helpful Not Helpful

5 4 3 2 1
5 4 3 2 1
5 4 3 2 1

9. If you have sought advice in the last 5 years, but did not consult your agency ethics official, why not? (Select all that apply.)

- 1 There is no ethics staff
2 Didn't know there was an ethics staff
3 They don't have time for me
4 No confidence I'd get good advice
5 Believed nothing would be done
6 Afraid I'd get into trouble
7 Other (Specify)

If you answered Question 9, skip to Question 11.

10. If you have not sought ethics-related advice in the last 5 years, why not? (Select all that apply.)

- 1 Never had a question
2 Didn't know whom to ask
3 Confident in my own ability to address issue
4 No confidence I'd get good advice
5 Believed nothing would be done
6 Afraid I'd get into trouble
7 Other (Specify)



**For the purposes of Questions 11 through 13, “ethics training” includes not only instructor-led training in a classroom setting but also the opportunity to review written materials, watch videotapes, participate in computer-based training, etc.**

11. During the past 5 years, how often have you received ethics training?

- ① Once, as part of my new-employee orientation
- ② Every few years
- ③ Every year
- ④ More than one time each year
- ⑤ Have not received training in the last five years
- ⑥ Have never received any training

If you selected 5 or 6 in Question 11, skip to Part B.

12. In general, how useful was the ethics training you received...

	<b>Very Useful</b>				<b>Not Useful</b>
12a. In making you more aware of ethics issues in connection with your work?	⑤	④	③	②	①
12b. In guiding your decisions and conduct in connection with your work?	⑤	④	③	②	①

13. For each of the following training methods, indicate whether you have received ethics training via that method during the past 5 years and, if yes, rate the effectiveness of the training you received.

	<b>Received</b>		<b>Effectiveness</b>				
	<b>Yes</b>	<b>No</b>	<b>Very Effective</b>				<b>Not Effective</b>
13a. In-person instructor-led lecture/discussion	①	②	⑤	④	③	②	①
13b. Teleconference or satellite broadcast	①	②	⑤	④	③	②	①
13c. Videotape	①	②	⑤	④	③	②	①
13d. Computer-based training (e.g., Internet, Intranet, CD-ROM)	①	②	⑤	④	③	②	①
13e. Reference materials (e.g., legal documents, laws, regulations)	①	②	⑤	④	③	②	①
13f. Direct communications (e.g., newsletter, pamphlets, memo, e-mail)	①	②	⑤	④	③	②	①
13g. Other (Specify) _____	①	②	⑤	④	③	②	①



**PART B**

**Instructions: Please mark the response indicating your level of agreement with each of the following statements based on your experiences, opinions, or perceptions.**

	<b>Strongly Agree</b>				<b>Strongly Disagree</b>
	⑤	④	③	②	①
1. Supervisors at my agency include discussions of ethics when talking with their employees.	⑤	④	③	②	①
2. This agency follows up on ethical concerns that are reported by employees.	⑤	④	③	②	①
3. Our agency leadership cares more about getting the job done than about ethics.	⑤	④	③	②	①
4. This agency practices what it preaches when it comes to ethics.	⑤	④	③	②	①
5. Employees in this agency feel comfortable talking about ethics.	⑤	④	③	②	①
6. You can ignore ethics and still get ahead in this agency.	⑤	④	③	②	①
7. Leadership of this agency regularly shows that it cares about ethics.	⑤	④	③	②	①
8. Senior officials in this agency are less likely to be disciplined for violating ethical standards than other employees.	⑤	④	③	②	①
9. If ethics concerns are reported to the agency, action is taken to resolve them.	⑤	④	③	②	①
10. Supervisors at my work location usually do not pay attention to ethics.	⑤	④	③	②	①
11. This agency makes a serious effort to detect violations of ethics standards.	⑤	④	③	②	①
12. Employees who are caught violating ethics policies are disciplined.	⑤	④	③	②	①
13. Employees in this agency openly discuss the ethics of their decisions and actions.	⑤	④	③	②	①
14. Ethics rules and agency practices are consistent.	⑤	④	③	②	①
15. Employees in this agency are expected to do as they're told, no matter what.	⑤	④	③	②	①
16. Employees at all levels in this agency are held accountable for adhering to ethical standards.	⑤	④	③	②	①



**PART C**

**Instructions: Please mark the response indicating your level of agreement with each of the following statements based on your experiences, opinions, or perceptions.**

	<b>Strongly Agree</b>				<b>Strongly Disagree</b>
	⑤	④	③	②	①
1. Employees in this agency recognize ethics issues when they arise.	⑤	④	③	②	①
2. Employees seek advice within the agency when ethics issues arise.	⑤	④	③	②	①
3. Employees are comfortable delivering bad news to their supervisors.	⑤	④	③	②	①
4. Employees here make decisions that comply with ethics policies because of the ethics program that is in place.	⑤	④	③	②	①
5. Employees can talk with supervisors about problems without fear of having their comments held against them.	⑤	④	③	②	①
6. I would feel comfortable reporting ethics violations.	⑤	④	③	②	①
7. When ethical issues arise, employees look for advice within the agency.	⑤	④	③	②	①
8. Employees in this agency do not recognize ethics issues that come up at work.	⑤	④	③	②	①
9. Ethics problem solving in this agency is better because of the agency's ethics program.	⑤	④	③	②	①



10. In your opinion, how often do these types of conduct occur at your agency?

	<b>Very Frequently</b>				<b>Never</b>
	⑤	④	③	②	①
10a. Agency employees improperly accepting gifts given to them because of where they work or what they do in their Government jobs.	⑤	④	③	②	①
10b. Agency employees improperly giving gifts to their supervisors or accepting gifts from their subordinates.	⑤	④	③	②	①
10c. Agency employees improperly benefiting financially from work they do for the Government.	⑤	④	③	②	①
10d. Agency employees misusing Government property.	⑤	④	③	②	①
10e. Agency employees misusing their Government positions.	⑤	④	③	②	①
10f. Agency employees misusing official time.	⑤	④	③	②	①
10g. Agency employees improperly accepting payment for doing their Government jobs from people outside the Government.	⑤	④	③	②	①
10h. Agency employees in supervisory positions asking for donations from subordinate employees in connection with personal charitable activities.	⑤	④	③	②	①





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**PART D**

**Instructions:** Please write your responses to the following questions in the space provided. Please write legibly.

1. In your opinion, what, if anything, **makes it difficult** for employees to comply with ethics policies?

2. In your opinion, what, if anything, would **further assist** employees to act ethically in connection with their work?



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**PART E**

***Instructions: Please mark the one response for each question that most closely describes you.***

1. How long have you worked for the Federal Government?
  - ① Less than 3 months
  - ② 3 months to 1 year
  - ③ 1+ year to 5 years
  - ④ 5+ years to 10 years
  - ⑤ 10+ years to 20 years
  - ⑥ More than 20 years
  
2. What are your financial disclosure responsibilities?
  - ① I file a Public Financial Disclosure Report (SF 278)
  - ② I file a Confidential Financial Disclosure Report (OGE Form 450, 450-A, or agency-specific alternative)
  - ③ I am not required to file a financial disclosure report
  - ④ I don't know my filing status
  
3. What is your pay plan?
  - ① Wage grade
  - ② General Schedule or similar, grade 1-12
  - ③ General Schedule or similar, grade 13-15
  - ④ SES, SL, or equivalent
  - ⑤ Other (Please be specific) \_\_\_\_\_
  
4. What is your work location?
  - ① Washington, D.C. Metro Area (includes DC, MD, VA and WV)
  - ② Other U.S. Location
  
5. Do you hold a supervisory position?
  - ① Yes
  - ② No

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