

LINKS TO ETHICS & OPEN MEETING LAW SUMMARIES

Ethics Summary:

<http://www.mass.gov/ethics/education-and-training-resources/implementation-procedures/municipal-employee-summary.html>

Open Meeting Law Summary:

<http://www.mass.gov/ago/docs/government/oml/oml-guide.pdf>

* Links are also available on the Stow Town website www.stow-ma.gov on the Town Clerk's page

CONFLICT OF INTEREST LAW ONLINE TRAINING PROGRAMS

Please review these instructions prior to beginning the online training program:

AVOID USING GOOGLE CHROME!

Your certificate will not print properly.
(Explorer, Safari, or
Firefox should all work fine.)

- **Web browser-** The programs were developed to work with the Internet Explorer web browser. The programs may also work with other web browsers such as Firefox or Safari, but some pages do not display properly using the Google Chrome web browser. It is recommended that you **do not use Google Chrome** to run either program.
- **Assessment page does not display properly-** If you are able to navigate through the course, but then the course assessment page does not display properly, it could be because you are using a new computer and operating system. To have the page display correctly, you must first enable "Compatibility View". If you are using Internet Explorer, click "Tools" at the toolbar menu at the upper left-hand side of the browser page, and then click "Compatibility View" from the drop down menu that appears. This will automatically refresh the page and the course assessment page should then set up correctly. If you are using Safari, you will need to enable plug-ins by clicking on "Safari", then click "Preferences", then click "Security", and then click "Enable Plug-Ins".
- **Pop-up blockers-** Some of the information presented in each program, such as the program completion certificate, is displayed using pop-up windows, therefore **you must disable any pop-up blockers on your computer**. If you are using Internet Explorer, you can do this by clicking "Tools" at the toolbar at the upper left-hand side of the browser page, and then look for "Pop-up Blocker" in the drop-down menu. Hover your mouse over that selection to see if the option to turn off pop-up blockers appears, and if so, turn off pop-up blockers. If you are able to proceed through the entire program but your completion certificate does not display properly, you can temporarily disable the pop-up blocker by holding down the "Ctrl" key on your keyboard, and then click the "View Certificate" button on the program. If you are using Safari, you can disable the pop-up blocker by clicking "Safari", then click "Preferences", then click "Security", and then uncheck the box "Block Pop-up Windows".
- **Program freezes or slow page downloads-** You need to have a media flash player downloaded on your computer to run the video segments. Click the link to download the [Adobe Flash Player](#) if you find that the video does not play or the program appears to freeze and a page will not display properly. If you continue to experience slow downloads, the issue could be with your computer or internet connection.
- **Print your completion certificate-** Remember to print your completion certificate to submit to your employer, and please retain a copy for your records. **The Ethics Commission will not have any records to verify that you completed the program.**
- **Electronically saving the completion certificate-** 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 to your employer as an attachment.
- **Obscured text-** If any text on a page is obscured, you will need to adjust your browser view setting. To adjust your browser view setting, click "View" at the toolbar at the upper left-hand side of the browser page, then select "Zoom" from the drop-down menu and select 100%.

Online Training Program

<http://www.muniprogram.state.ma.us/>

Public employees must complete this training **within 30 days** of beginning public service, and **every 2 years** thereafter.

Stow public employees should complete the municipal employees training.

Upon completing the program, employees should print out the completion certificate and keep a copy for themselves. Employees will be required to provide a copy of the completion certificate to the Town or City Clerk (municipal employees).

***** IF YOU HAVE TROUBLE GETTING INTO THE TRAINING!! *****

PLEASE NOTE: When multiple users attempt to complete the current training program using the same computer they may experience a problem accessing the beginning of the program. Follow these steps.

1. Open their internet browser
2. Click on "Tools"
3. Click on "Internet Options"
4. Select "Delete Cookies"
5. Click "OK"
6. Click back on the Online Training module on the Commission's website and start at the beginning.

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Before You Begin

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- Next Steps

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
Click [here](#) (or enter **Ctrl Shift C**) to test if Pop-up Blocker is enabled. If the Contact Us pop-up window does not display, you should turn off all Pop-up

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

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.

Mute

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State Ethics Commission
Commonwealth of Massachusetts