U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, DC 20416

OFFICE OF THE DESIGNATED AGENCY ETHICS OFFICIAL

THE SBA ETHICS STAFF WELCOMES YOU TO SBA

WITHIN 90 DAYS OF TODAY YOU ARE REQUIRED TO COMPLETE THE

INITIAL ETHICS ORIENTATION FOR NEW SBA EMPLOYEES

FOUND AT:

http://yes2007.sba.gov/offices/ethics/pages/newemployeeethicstraining.aspx

YOU ARE ENTITLED TO ONE HOUR OF ADMINISTRATIVE TIME TO COMPLETE THE TRAINING.

YOU WILL BE PROVIDED:

- THE 14 PRINCIPLES OF ETHICAL CONDUCT
- A SUMMARY AND FULL TEXT OF THE STANDARDS OF ETHICAL CONDUCT FOR EMPLOYEES OF THE EXECUTIVE BRANCH
- THE NAME AND TELEPHONE NUMBERS OF THE DAEO AND YOUR ETHICS OFFICIALS