



## **Ethics Training**

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**TO: All Employees**

**FROM: Office of Human Resources**

**REF: Mandatory Ethics Training**

All employees (full-time and part-time) of Athens State University are required to complete ethics training upon their employment. The following are instructions to complete this online training.

- Visit our website at [www.athens.edu](http://www.athens.edu)
- Click on Human Resources.
- Click on Ethics Training and the video will begin.
- Once you have watched the entire presentation, notify the Office of Human Resources ([suzanne.sims@athens.edu](mailto:suzanne.sims@athens.edu)) that you have viewed the presentation.
- A certificate will be sent to you.
- Sign the certificate and return it to the Office of Human Resources to be placed in your personnel file.  
Suzanne Sims, Office of Human Resources  
Athens State University  
300 North Beaty Street  
Athens, AL 35611
- You may keep a copy of the certificate for your files, however, the original must be sent to HR.

The entire training is a little over an hour long. If you have questions or problems, please contact the Office of Human Resources office at 256-216-3314.