UNIVERSITY of ALASKA
*Many Traditions One Alaska*

# ETHICS MOMENTS FOR SUPERVISORS

Use one scenario during an existing staff meeting. Read the situation, ask the discussion questions, and allow employees to identify the issue and the office or resource they would consult. The supervisor does not need to resolve every legal or policy question during the meeting.

| Topic | Scenario | Discussion Question |
|---|---|---|
| **Digital accessibility** | An employee needs to post information quickly, but the document is a scanned PDF that has not been checked for accessibility. | • Who could encounter a barrier?<br>• What can the employee do before posting?<br>• If a fully accessible version cannot be completed immediately, who should be consulted about an appropriate interim approach? |
| **Conflict of interest** | You are involved in selecting a vendor, and one of the companies employs a close family member. | • What laws and policies cover this?<br>• What should be disclosed?<br>• When should you step back from the process?<br>• Who can provide guidance? |
| **University resources** | An employee occasionally uses a university computer and work time for personal business. | • What factors distinguish incidental use from misuse?<br>• What policy or supervisor guidance applies? |
| **Reporting a concern** | An employee notices something that does not seem right but is not sure that a violation occurred. | • Does the employee need proof before raising a concern?<br>• What reporting options are available?<br>• What could help employees speak up? |
| **AI and UA information** | An employee wants an AI tool to summarize a document that contains university information? | • Does the type of information matter?<br>• Does the AI tool matter?<br>• Who should be asked before the document is uploaded to the AI tool? |

**REMEMBER:** You do not have to know every answer. When a requirement is unclear, know who to ask. When something appears wrong, know how to make an appropriate report.

Learn more: alaska.edu/compliance

Confidential Hotline: alaska.ethicspoint.com