Contact with State or Federal Officials

Title: Contact with State or Federal Officials
Publication date: 9/13/2017
Effective date: 7/29/2009

BRIEF

Policy Summary

Employees may not act or give the appearance of acting on behalf of Berkeley Lab or the University of California when communicating with state or federal officials unless they are authorized to do so. When employees give opinions as independent professionals, they must state clearly that they are speaking for themselves and not on behalf of Berkeley Lab or the University.

Who Should Read This Policy

This policy applies to all employees, including those who work part-time or have faculty appointments.

To Read the Full Policy, Go To:

The POLICY tab on this wiki page

Contact Information

Research and Institutional Integrity Office
RIIO@lbl.gov

Policy

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POLICY

A. Purpose

This policy minimizes the appearance of a conflict of interest by prohibiting employees from acting or giving the appearance of acting on behalf of Lawrence Berkeley National Laboratory (Berkeley Lab) or the University of California when communicating with state or federal officials without authorization.

B. Persons Affected

This policy applies to all employees.

C. Exceptions

Not applicable

D. Policy Statement

1. Employees may not act or give the appearance of acting on behalf of Berkeley Lab or the University of California when communicating with state or federal officials unless they are authorized to do so. To act or give the appearance of acting on behalf of Berkeley Lab or the
University in such instances without authorization may be construed as a conflict of interest.

2. When corresponding with state and federal officials, a writer may use Berkeley Lab letterhead only when authorized to represent Berkeley Lab or the University. Letters expressing personal views must be written on personal stationery. If Berkeley Lab letterhead is used for corresponding with principal state and federal officials, including executive branch appointees, members of Congress, the state legislature, and their staffs, copies of the correspondence must be sent to the appropriate division director and to the Head of Strategic Communications.

3. When employees give opinions as independent professionals, they must state clearly that they are speaking for themselves and not on behalf of Berkeley Lab or the University of California.

E. Roles and Responsibilities

Managers, supervisors, and employees have the responsibility to adhere to the provisions of this policy.

F. Definitions/Acronyms

None

G. Recordkeeping Requirements

None

H. Implementing Documents

None

I. Contact Information

Research and Institutional Integrity Office
RIIO@lbl.gov

J. Revision History

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<td>J. Weiner</td>
<td>Changed &quot;Public Affairs&quot; to &quot;Strategic Communications&quot;</td>
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Document Information

DOCUMENT INFORMATION

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Implementing Documents

None