

## **Agency- wide survey to assess the ethical environment:**

### **Survey Distribution Instructions**

#### **Survey Links**

Once the individual agency surveys have been developed an e-mail will be sent to the agency contact with a link to that agency's survey. The designated contact for the Inspector General's office will distribute the survey.

#### **Sample e-mail verbiage:**

Pursuant to Section 14.32, Florida Statutes, the Executive Office of the Governor, Office of Chief Inspector General is conducting an enterprise audit of organizational ethics.

As part of this audit we are requesting your participation in a short survey. Please go to **INSERT LINK HERE** to access the survey. We request that you complete the survey by Friday, March 11, 2011.

We sincerely appreciate your assistance. If you have any questions or concerns regarding this survey please contact your Inspector General.

#### **Interim Reports on Survey Participation**

Information regarding the number of respondents will be provided to Jerry Chesnutt for dissemination to allow agencies to track staff participation and also to aid in the decision as to when to send a reminder e-mail.

At the conclusion of the survey the information will be tabulated and provided to each agency.

#### **Agency Distribution Counts**

Please provide Patricia Phillips ([patricia.phillips@dot.state.fl.us](mailto:patricia.phillips@dot.state.fl.us)) the number of individuals in each agency the survey will be distributed to so that we may calculate a final response rate.