

TOP 10 ETHICS RULES

USE OF GOVERNMENT RESOURCES – AVOID MISUSE OF RESOURCES

1. Do not use your official title or Government resources or staff for personal activities, including political activities.
2. Do not take any action that will create an appearance of misuse of your Government position for personal benefit.

GIFTS – AVOID UNDUE INFLUENCES

3. Do not accept a gift from anyone that has an interest in Commerce activities unless an exception applies. (Common exceptions are: (1) \$20 or less in value,* (2) an invitation to a “widely attended gathering” and your supervisor has approved,* (3) from a friend or relative, or (4) from a foreign government.)
* *note that this exception does not apply to gifts or invitations to a political appointee from a lobbying organization (unless it is a media company or a 501(c)(3) organization)*
4. Do not give a gift to a supervisor or accept a gift from a subordinate unless it is: (1) for a major life event, (2) \$10 or less in value, or (3) a host/guest gift.

PERSONAL RELATIONSHIPS – AVOID APPEARANCES OF FAVORITISM

5. Do not participate in any matter in which one of the parties is someone with whom you have a close personal or business relationship.

OUTSIDE ACTIVITIES – AVOID DIVIDED LOYALTIES

6. Do not engage in outside employment or outside activities with non-Federal entities that have matters before your office.
7. Do not contact a Federal official on behalf of someone else to influence Government action, unless it is part of your Government duties.

POLITICAL ACTIVITIES – KEEP POLITICS AND GOVERNMENT SEPARATE

8. Do not engage in political activities while on Government premises or during duty hours and do not engage in political fund-raising at any time.

FINANCIAL CONFLICTS OF INTEREST – AVOID SELF-DEALING

9. Do not participate in a matter that will affect your financial interests (such as a company in which you own stock), unless the interest is minimal.

SEEKING EMPLOYMENT AND POST-EMPLOYMENT RESTRICTIONS

10. Do not, during the period of a job search, participate in a matter in which a prospective employer has a financial interest.