

## TOP 10 ETHICS RULES

### CONFLICTS OF INTEREST

1. 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.
2. Do not participate in any matter in which one of the parties is someone with whom you have a close personal or business relationship.
3. Do not engage in outside employment or outside activities with non-Federal entities that have matters before your office.
4. Do not, during the period of a job search, participate in a matter in which a prospective employer has a financial interest.

### UNDUE INFLUENCE

5. 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)*
6. 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.
7. 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.

### FAIRNESS

8. Do not contact a Federal official on behalf of someone else to influence Government action, unless it is part of your Government duties.
9. To avoid an appearance of special influence after leaving Federal service, do not contact the Government on behalf of someone else unless permitted by post-employment laws.
10. Do not use the authority of your position or your official title or Government resources or staff for personal activities, including political activities.