



TOP 10 ETHICS RULES FOR PRESIDENTIAL APPOINTEES

YOUR ROLE

1. You are a role model for the managers and employees in your agency. Your behavior and reputation have significant influence on the ethical culture at your agency.

GOVERNMENT RESOURCES

2. Use Government resources--including your title, your subordinates, and the authority of your position--only for official purposes. You may be referred to as "the Honorable" with respect to your political and other personal activities.

GIFTS

3. Have your staff seek advice from your ethics attorneys when you are invited to a non-Government event or when offered another type of gift. However, acceptance of most invitations and gifts is prohibited unless you pay personally for the event or gift.
4. Do not accept gifts from subordinates, except low value (\$10 or less) gifts infrequently or gifts for significant events (marriage, childbirth; not birthdays or holidays).

DISQUALIFICATION

5. Adhere to the disqualification requirements described in your ethics agreement. Seek advice from your ethics attorneys if the application of your disqualification to specific circumstances is unclear.
6. Do not make investments or acquire assets that conflict with your job.

POLITICAL AND OTHER PERSONAL ACTIVITIES

7. Consult with my office prior to engaging in any political activity. Administration policy requires that any political event, and materials relating to the event, in which you participate be cleared through this office in advance.
8. Do not accept or assume any position with a non-Government organization in your personal capacity unless you receive approval from the White House through my office.

SEEKING EMPLOYMENT OUTSIDE THE GOVERNMENT

9. Immediately disqualify yourself from working on policy and specific-party matters affecting the potential employer and, file a Notice of Employment Negotiations.

FINANCIAL DISCLOSURE

10. Observe financial disclosure reporting requirements. Your report must be posted on the Department's web site; a late or incomplete report may subject you to public criticism.