

## 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.

### CONFLICTS OF INTEREST

2. 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, and do not make investments inconsistent with your ethics agreement.
3. Do not participate in any matter in which one of the parties is someone with whom you have a close personal or business relationship.
4. Do not engage in outside employment or assume a position in a non-Government organization unless you receive White House approval through a Commerce ethics official.

### UNDUE INFLUENCE

5. Do not accept a gift or invitation from lobbying organizations, lobbyists, or 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” (with approval through an ethics official),\* (3) from a friend or relative, or (4) from a foreign government.

*\* note that this exception does not apply to gifts or invitations 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 or guest gift.
7. Do not engage in political activities while on Government premises (unless you are the Secretary) or using agency resources or the authority of your position (including your Government title); do not engage in political fund-raising at any time. Consult with an ethics official if you are speaking at, or a featured guest at, a political event.

### 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. (Restrictions on contacting the Government will also apply after you leave Federal service.)
9. Use Government resources—including your title, your subordinates, and the authority of your position—only for official purposes. Do not use nonpublic information for personal purposes, including to make investments.

### TRANSPARENCY

10. Observe financial disclosure reporting requirements, including reporting transactions in securities within 30 days, and file a notice with an ethics official within three days of the beginning of employment negotiations noting you will disqualify yourself from participating in a matter affecting the financial interests of the prospective employer.