



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.