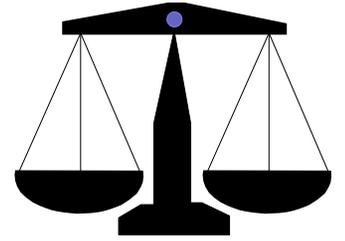


ETHICS



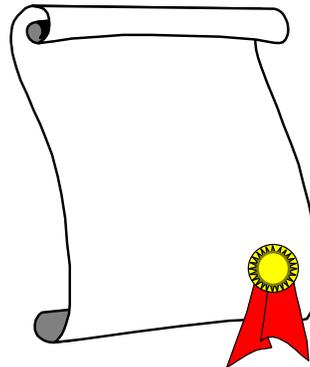
**FOR
IMPAC USERS
AND
APPROVING OFFICIALS**

ETHICS RESPONSIBILITIES

- **CONFLICTS OF INTEREST**
- **GIFTS FROM OUTSIDE SOURCES**
- **FINANCIAL DISCLOSURE**

SOURCES OF ETHICS RULES

- JOINT ETHICS REGULATION (JER)
- EXECUTIVE ORDER 12674



CONSEQUENCES FOR ETHICS VIOLATIONS

- CRIMINAL SANCTIONS -
UCMJ/U.S. CODE
- ADMINISTRATIVE SANCTIONS
(INCLUDING REMOVAL FROM
FEDERAL SERVICE FOR
CIVILIANS)

CONFLICTS OF INTEREST

GENERAL RULES

- CAN'T USE PUBLIC POSITION FOR PRIVATE GAIN
- CAN'T GIVE APPEARANCE OF IMPROPRIETY
- THINK ABOUT:
 - WHAT YOU BUY
 - WHERE YOU BUY IT

IS THERE A RELATIONSHIP WITH:

- **YOUR OWN FINANCIAL INTERESTS
(PART-TIME JOB, INVESTMENT,
POTENTIAL EMPLOYMENT)?**
- **THE FINANCIAL INTERESTS OF A
FAMILY MEMBER?**
- **A PERSONAL RELATIONSHIP?**

USE A COMMON SENSE APPROACH

- ASK FOR GUIDANCE
- REMEMBER, YOU MUST AVOID
THE APPEARANCE OF
IMPROPRIETY

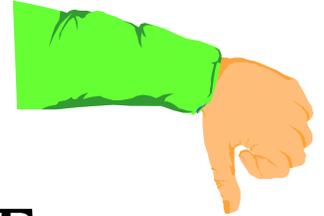
GIFTS

- LOTS OF OPPORTUNITIES FOR ISSUES!
- GENERAL RULE: NO GIFTS FROM PROHIBITED SOURCES
- MANY EXCLUSIONS AND EXCEPTIONS



GIFTS

GIFTS FROM OUTSIDE SOURCES



AN EMPLOYEE SHALL NOT
SOLICIT OR ACCEPT ANY GIFT:

- FROM A PROHIBITED SOURCE
- OFFERED BECAUSE OF THE
EMPLOYEE'S OFFICIAL
POSITION

**A PROHIBITED SOURCE IS
ANY PERSON WHO:**



- SEEKS OFFICIAL ACTION FROM THE AGENCY
- DOES BUSINESS WITH THE AGENCY
- IS REGULATED BY THE AGENCY
- HAS INTERESTS THAT MAY BE AFFECTED BY THE PERFORMANCE OR NONPERFORMANCE OF OFFICIAL DUTIES

WHAT IS NOT A GIFT

- MODEST ITEMS OF FOOD, SUCH AS COFFEE AND DONUTS, THAT ARE NOT PART OF A MEAL
- CARDS, PLAQUES, CERTIFICATES, AND TROPHIES, IF SOLELY FOR PRESENTATION
- LOANS FROM BANKS, ETC., ON TERMS AVAILABLE TO THE PUBLIC

GIFTS

WHAT IS NOT A GIFT

(CONT.)

- BENEFITS, FAVORABLE RATES, AND DISCOUNTS AVAILABLE TO THE PUBLIC
- REWARDS AND PRIZES AVAILABLE TO THE PUBLIC IN RANDOM DRAWINGS AND CONTESTS
- PENSIONS AND BENEFITS FROM FORMER EMPLOYERS

GIFTS

WHAT IS NOT A GIFT

(CONT.)

- ANYTHING PAID FOR BY THE GOVERNMENT
- ANYTHING FOR WHICH MARKET VALUE IS PAID
- GIFTS TO THE GOVERNMENT

EXCEPTIONS TO GIFT PROHIBITIONS

- “\$20 RULE” - GIFTS OF LESS THAN \$20 AND NOT MORE THAN \$50/YEAR
- BASED ON FAMILY OR PERSONAL TIES
- DISCOUNTS TO GROUPS (IF GROUP IS LARGE ENOUGH)

EXCEPTIONS TO GIFT PROHIBITIONS (CONT.)

- **AWARDS/HONORARY DEGREES**
- **BASED ON OUTSIDE BUSINESS**
- **FREE ATTENDANCE AT WIDELY
ATTENDED GATHERINGS**
- **SOCIAL INVITATIONS FROM
NON-PROHIBITED SOURCES**

**REMEMBER:
IT IS NEVER
INAPPROPRIATE
TO DECLINE A GIFT**



FINANCIAL DISCLOSURE

\$ \$ \$ \$

- ANNUAL REQUIREMENT TO FILE OGE FORM 450
- RECEIVE ANNUAL ETHICS TRAINING

OGE FORM 450

- **PURPOSE: TO IDENTIFY POSSIBLE CONFLICTS OF INTEREST**
- **FOCUSES ON RELATIONSHIPS, NOT ON AMOUNTS**
- **FILED EACH YEAR IN OCTOBER**

FINANCIAL DISCLOSURE (CONT.)

CONFIDENTIAL
FINANCIAL DISCLOSURE
REPORT
(OGE FORM 450)

**ETHICS ADVICE IS
ALWAYS AVAILABLE**

**CALL ADMINISTRATIVE
LAW**

751-6525