

AMH Ethics Review of Official Speaking Engagements: *Checklist*

Purpose: This checklist is intended to help Agency for Mental Health (AMH) employees seek ethics review of an official speaking engagement from the AMH Office of the Chief Counsel.

Not all external engagements in which AMH employees present information require ethics review. This determination is based on the totality of the circumstances.

Here is a list of ethical concerns that may arise in your public speaking engagement. Please *seek ethics guidance* at speakersbureau@amh.gov

1. Does the Speaker have financial interests in the host or requester?
<input type="checkbox"/> owns stock or other equity interest <input type="checkbox"/> serves as an employee, consultant, officer, director, or has a business relationship with the host or requester <input type="checkbox"/> seeks employment or a business relationship with the host or requester
2. Does the Speaker's relationship with the host or requester trigger impartiality concerns?
<input type="checkbox"/> personal relationship (i.e., close friend, relative, or member of household) <input type="checkbox"/> active member of the organization (i.e., more than simply paying dues) <input type="checkbox"/> former employer or client within the last year (2 years from date of appointment for <i>Political Appointees</i>) <input type="checkbox"/> employer or client of spouse, parent, dependent child, or household member spouse, dependent child, or parent seeks employment/financial relationship with the host or requester
3. Is there Potential Partisan Activity or Appearance of Preferential Treatment?
<input type="checkbox"/> partisan requester, host, speaker, or event <input type="checkbox"/> AMH or the Speaker has declined similar invitations without distinguishing rationale <input type="checkbox"/> circumstances suggest potential preferential treatment (i.e., requested speaker has a personal or professional relationship with the host, the invitation is extended by a prior AMH employee, or the speaker has participated in several prior engagements with the same host)
4. Are there additional factors that require you to seek ethics guidance?
<input type="checkbox"/> Has the event sponsored offered travel expenses (airfare, lodging, ground transport, etc.)? <input type="checkbox"/> Has the event sponsor offered a waiver of registration fees? <input type="checkbox"/> Is the event hosted by a for profit entity or has a costly registration fee? <input type="checkbox"/> Is public access to the event restricted (i.e., member or by invitation only)? <input type="checkbox"/> Do the expected attendees routinely engage with AMH or operate within AMH mission areas? <input type="checkbox"/> Does the event sponsor seek to use your name, AMH logo, or other marketing materials to suggest AMH sponsorship or to give the impression that AMH officially sanctions the event?

This checklist is intended as a job aid and does not constitute ethics advice or clearance for any specific proposed official speeches or similar events.