


ETHICAL SERVICE

—
AWARENESS . ENGAGEMENT . ACCOUNTABILITY

ORIENTATION FOR EXECUTIVE BRANCH EMPLOYEES

A black and white photograph showing a series of tall, fluted columns of the Lincoln Memorial, receding into the distance under a curved archway.

“Ethical conduct” involves just that—conduct. It is a measure of how well you make decisions and perform your duties in accordance with public service principles and standards. ”

We are committed to upholding the highest principles and standards of ethical conduct in all that we do. We apply these principles and standards in the course of our daily work, and by faithfully observing them, we safeguard the honor of public service and the reputation of the executive branch. Through them, we hold ourselves and each other accountable for the integrity of our service to our country and to our fellow citizens

OUR PRINCIPLES & STANDARDS OF ETHICAL CONDUCT

YOUR COMMITMENT

Fulfilling the expectation of ethical service requires:

Awareness: becoming familiar with ethical principles, rules and laws

Engagement: cultivating habits of asking questions and seeking advice

Accountability: acting in ways that reflect the expectations of public service, and holding ourselves and each other accountable



AWARENESS

1

CHAPTER

We are guided in our conduct by a set of principles, and a specific and enforceable set of standards and laws.

GENERAL PRINCIPLES

- RESPECT THE RULE OF LAW
- DO NOT MISUSE YOUR PUBLIC POSITION FOR PRIVATE GAIN
- BE RESPONSIBLE IN THE USE OF YOUR TIME AND RESOURCES

LOYALTY TO LAW



SELFLESS SERVICE



RESPONSIBLE STEWARDSHIP



STANDARDS OF ETHICAL CONDUCT

Use of Government Position

Conflicting Financial Interests

Impartiality

Seeking Other Employment

Outside Activities

Gifts from Outside Sources

Gifts Between Employees

THE STANDARDS OF ETHICAL CONDUCT

THE STANDARDS OF
ETHICAL CONDUCT
ARE SPECIFIC AND
ENFORCEABLE
RULES THAT ENSURE
CONSISTENCY AND
FAIRNESS IN THE WAY
WE DEAL WITH SIMILAR
ETHICAL ISSUES ACROSS
THE EXECUTIVE BRANCH.

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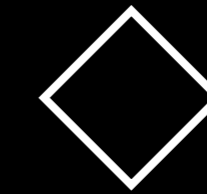
ETHICAL SERVICE

Placeholder for Scenarios

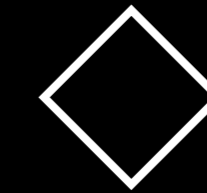
WHAT DO YOU THINK?

WHAT WILL YOU DO?

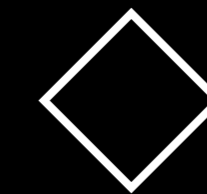
ETHICS OFFICE INFORMATION



**14 GENERAL PRINCIPLES
OF ETHICAL CONDUCT**



**STANDARDS OF ETHICAL
CONDUCT**



**CRIMINAL CONFLICT OF
INTEREST LAWS**

The background of the slide is a close-up, slightly blurred image of the American flag. The stars and stripes are visible, with the stars appearing in the upper right and the stripes in the lower left. A white diamond shape is positioned in the upper center, and a short white horizontal line is located below it, centered under the diamond.

Topic 1 –Use of Position

The top of the slide features a close-up, slightly blurred image of the American flag, showing the stars and stripes. A dark, semi-transparent horizontal bar is overlaid on the flag, containing the title text.

ETHICAL SERVICE

You've been given a Government computer, a desk phone, maybe a mobile device.

You notice some of your colleagues have their personal email and social media accounts open on their desktops.

WHAT DO YOU THINK?

WHAT WILL YOU DO?

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ETHICAL SERVICE

Your family and friends ask you to help them with an issue they have with the Government.

Examples: getting a job, Social Security benefits, federal taxes, student loans, policy concerns, licenses, contracts, grants, internships...etc..

WHAT DO YOU THINK?

WHAT WILL YOU DO?

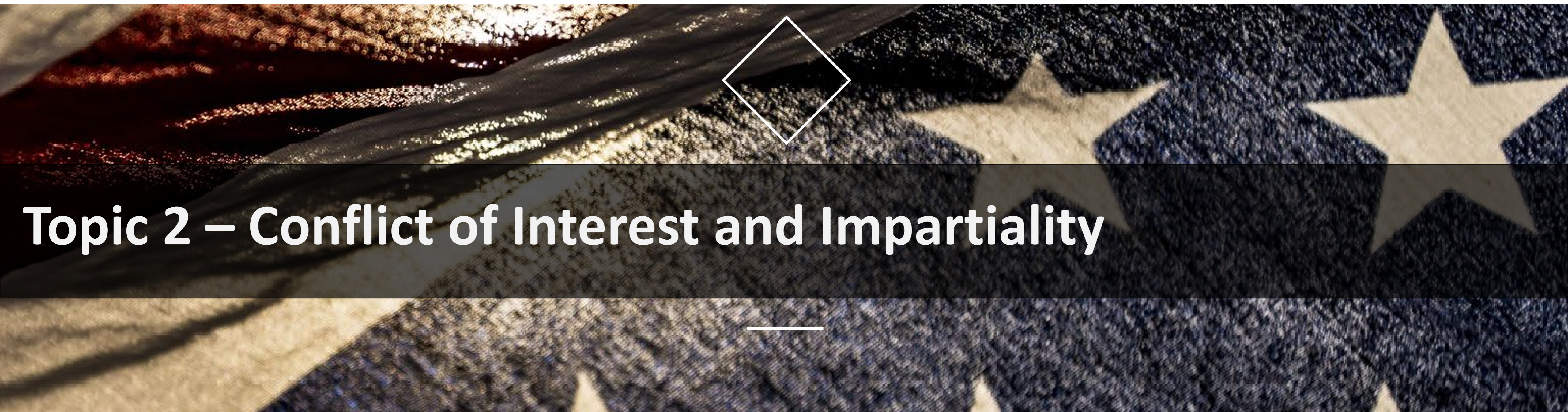
The background of the top section is a close-up, slightly blurred image of the American flag, showing the stars and stripes. A semi-transparent black rectangle is overlaid on the top left, containing the title text.

ETHICAL SERVICE

You have a personal friend or family member who owns a business that could be of use to our agency.

WHAT DO YOU THINK?

WHAT WILL YOU DO?



Topic 2 – Conflict of Interest and Impartiality

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ETHICAL SERVICE

You have come into the Government from the private sector. Your former employer does business with or is affected by the programs of our agency.

WHAT DO YOU THINK?

WHAT WILL YOU DO?

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ETHICAL SERVICE

You have, or your spouse has, a 401(k) or other retirement plan, and/or other investments.

WHAT DO YOU THINK?

WHAT WILL YOU DO?

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ETHICAL SERVICE

Your spouse's employer does business with, is regulated by, is a grantee of, or is otherwise affected by the work of our agency.

WHAT DO YOU THINK?

WHAT WILL YOU DO?



Topic 3 – Outside Activities and Seeking Employment

The background of the top section is a close-up, slightly blurred image of the American flag, showing the stars and stripes. A dark, semi-transparent rectangular box is overlaid on the top part of the flag, containing the title text.

ETHICAL SERVICE

You have (or your spouse has) an outside business.
You are always looking for new customers/clients.

WHAT DO YOU THINK?

WHAT WILL YOU DO?

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ETHICAL SERVICE

You make a little extra income selling products
(cosmetics/cleaning products/toys/cooking wares,
etc.)

WHAT DO YOU THINK?

WHAT WILL YOU DO?

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ETHICAL SERVICE

You have school-age children. Their schools engage in fundraising.

WHAT DO YOU THINK?

WHAT WILL YOU DO?

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You serve as a volunteer with a service organization (health care/disability/housing/immigration support/legal support).

WHAT DO YOU THINK?

WHAT WILL YOU DO?

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ETHICAL SERVICE

You play in a rock band/sing in a choir/participate in theater.

WHAT DO YOU THINK?

WHAT WILL YOU DO?

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ETHICAL SERVICE

You belong to and actively participate in a professional organization/association/society.

WHAT DO YOU THINK?

WHAT WILL YOU DO?

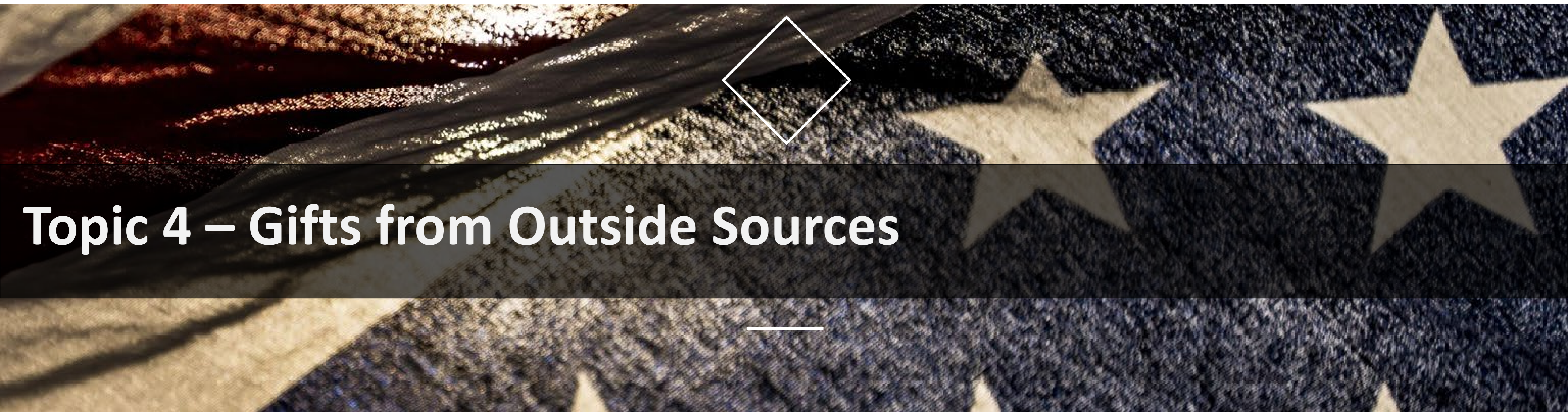
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ETHICAL SERVICE

You wish to pursue or to continue teaching, speaking or writing as an outside activity.

WHAT DO YOU THINK?

WHAT WILL YOU DO?



Topic 4 – Gifts from Outside Sources

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ETHICAL SERVICE

In your day-to-day work you may deal with government contractors or vendors, grantees or people who work for regulated organizations. Over time you may get to know these people more personally.

WHAT DO YOU THINK?

WHAT WILL YOU DO?

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ETHICAL SERVICE

Your former employer does business with the Government. Your former colleagues are some of your best friends.

WHAT DO YOU THINK?

WHAT WILL YOU DO?

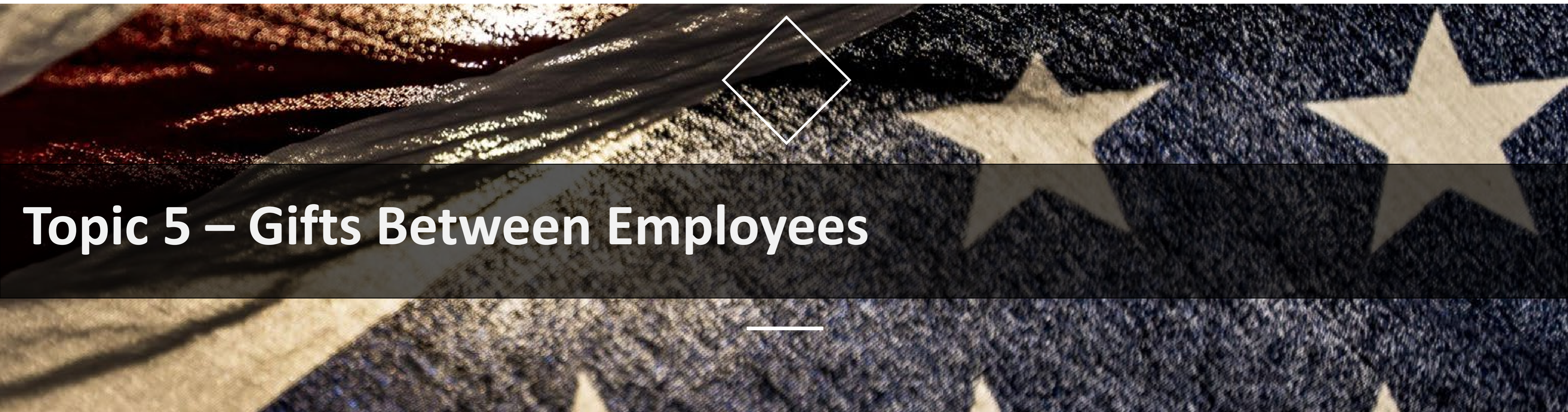
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ETHICAL SERVICE

You receive special offers in your .gov email account for discounts or free things (e.g. lunch, gift cards, subscriptions, training).

WHAT DO YOU THINK?

WHAT WILL YOU DO?



Topic 5 – Gifts Between Employees

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ETHICAL SERVICE

There is a strong *esprit de corps* in your section/division/working group and it is holiday time. You are asked to help decorate the office, participate in a White Elephant gift exchange, contribute to the office's party and to chip in for a gift for your boss.

WHAT DO YOU THINK?

WHAT WILL YOU DO?

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ETHICAL SERVICE

Your immediate supervisor sends an email to all staff suggesting that everyone should attend a retirement luncheon for his boss, your manager. You must pay to attend the luncheon.

WHAT DO YOU THINK?

WHAT WILL YOU DO?