

Basic Ethics Do's and Don'ts

These Do's and Don'ts are no substitute for reading the latest **Department of the Interior Ethics booklet**—**employees** are responsible to know its contents.

New employees are allowed **1 hour of official time** to read the latest DOI Ethics Guide. This booklet is included in your orientation package.

- ◆ Do not use public office for private gain.
- ◆ Cooperate with individuals and organizations conducting background, EEO, and other types of investigations.
- ◆ File travel vouchers, Financial Disclosure forms, and other information as required accurately and on time.
- ◆ Government credit card – pay your bills in full and on time (within 30 days).
- ◆ Maintain independence and impartiality in your duty to serve the public interest.
- ◆ Travel only when necessary to accomplish job-related objectives.
- ◆ Do not participate in matters in your official capacity in which you or members of your family have a personal financial interest.
- ◆ Do not make a Government decision outside official channels.
- ◆ Do not accept gifts, entertainment, favors, free travel or meals from persons or organizations doing or seeking to do business with the Government.
- ◆ Do not abuse Government vehicles, equipment, telephones, or mail services.
See Department of the Interior's Limited Use Policy.
- ◆ You have no right to privacy when using a Government computer for internet and e-mail.
- ◆ Do not disclose privileged information you possess only because of your Government position.
- ◆ Do not work on non-Government projects during official time.
- ◆ Gambling on government premises is prohibited t h i s includes football pools.
- ◆ Fundraising in an official capacity is not permitted unless the charitable organization is approved by the Office of Personnel Management (e.g. Combined Federal Campaign).
- ◆ Drawings, bake sales, etc. not specifically provided for by regulation (e.g. Federal employee associations) are prohibited in buildings or on facilities owned or operated by the Federal Government. This includes selling Girl Scout cookies or other merchandise sold by community organizations.

Questions – contact Leah Pointer, 406-247-7739.