



# 14 Principles of Ethical Conduct

- 1 MAINTAIN PUBLIC TRUST:** Public service is a public trust, requiring you to place loyalty to the Constitution, the laws, and ethical principles above private gain.
- 2 AVOID CONFLICTS OF INTEREST:** You shall not hold financial interests that conflict with the conscientious performance of duty.
- 3 PROTECT NON-PUBLIC INFORMATION:** You shall not engage in financial transactions using non-public Government information or allow improper use of such information to further any private interest.
- 4 DO NOT ACCEPT GIFTS:** You shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by your agency, or whose interests may be substantially affected by the performance or nonperformance of your duties.
- 5 NO UNAUTHORIZED PROMISES ON BEHALF OF THE GOVERNMENT:** You shall make no unauthorized commitments or promises of any kind purported to bind the Government.
- 6 PERFORM YOUR JOB:** You shall put forth an honest effort in the performance of your duties.
- 7 OUTSIDE EMPLOYMENT AND ACTIVITIES:** You shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with your official Government duties and responsibilities.
- 8 REPORT WASTE, FRAUD, ABUSE AND CORRUPTION:** You shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- 9 DO NOT USE PUBLIC OFFICE FOR PRIVATE GAIN:** You shall not use your public office for private gain.
- 10 DO NOT DISCRIMINATE:** You shall adhere to all laws and regulations that provide equal opportunities for all Americans regardless of race, color, religion, gender, sexual orientation, age, or disability.
- 11 OBEY THE LAW AND PAY YOUR TAXES:** You shall satisfy in good faith your obligations as citizens, including all just financial obligations, especially those such as Federal, state, or local taxes that are imposed by law.
- 12 NO PREFERENTIAL TREATMENT FOR PRIVATE ORGANIZATIONS OR INDIVIDUALS:** You shall act impartially and not give preferential treatment to any private organization or individual.
- 13 PROTECT FEDERAL PROPERTY:** You shall protect and conserve Federal Property and shall not use it for other than authorized activity.
- 14 AVOID APPEARANCE OF VIOLATING ETHICS LAWS:** You shall endeavor to avoid any actions creating the appearance that you are violating the law, of the ethical standards.

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*The ethics webpage can serve as quick reference for ethics guidance, forms, and other information including how to get advice on from a Service ethics counselor.*