



14 Principles of Ethical Conduct

Executive Order 12731



1 Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.

2 Employees shall not hold financial interests that conflict with the conscientious performance of duty.

3 Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.

4 An employee 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 the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.

5 Employees shall put forth honest effort in the performance of their duties.

6 Employees shall make no unauthorized commitments or promises of any kind purporting to bind the Government.

7 Employees shall not use public office for private gain.

8 Employees shall act impartially and not give preferential treatment to any private organization or individual.

9 Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.

10 Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.

11 Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

12 Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those—such as Federal, State, or local taxes—that are imposed by law.

13 Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

14 Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards promulgated pursuant to this order.

➤ Moral Excellence ➤



Principles

1. Do Good: Respect the dignity of all persons

- Treat every person with respect.
- Appreciate differing viewpoints and opinions.
- Value diversity.
- Contribute to a healthy work environment.
- Set the example.

2. Do Right: Obey authority

- Respect and obey the law.
- Carry out duties and responsibilities in accordance with legislation, regulations, policies, and directives.

3. Do what is Honorable: Make ethics a part of all decisions and behaviors

- Work together with openness, honesty, and transparency.
- Be honest, work hard, protect government assets.
- Know the limits of your duties, responsibilities, and discretion.
- Do not use your Government position for private gain.
- Act impartially; do not give preferential treatment to anyone.
- Avoid conflicts of interest between your Government position and outside activities and organizations.
- Avoid any actions that create the appearance that you are violating the law or the ethical standards.

Values

Honor

- Always act with honesty and truthfulness.
- Be dependable.
- Avoid conflicts of interest.
- Maintain the trust and respect of your superiors, peers, and subordinates.
- Remain dedicated to justice.



Courage

- Face challenges with determination and strength of character.
- Make the best choice amongst difficult alternatives.
- Reach out to colleagues and supervisors to assist in decision-making.
- Speak up to avoid improper actions.
- Remember, you are responsible and accountable for your decisions and actions.
- Report unethical conduct.
- Continually strive to improve.

Commitment

- Effectively and efficiently use public resources.
- Consider the full impact of your actions.
- Once you make a decision, commit to it and execute.
- Continually strive to improve.
- Promote teamwork, improvement, and innovation.
- Speak up to offer ideas and encourage others to do the same.