

State Ethics Commission

Mandatory Annual Ethics Briefing

- **Gifts and Favors:** There is a zero tolerance policy for receipt of gifts. You may not accept any gift, favor, service or thing of value from someone who conducts business with your agency. Gifts of food or flowers must be turned in to your agency Ethics Liaison Officer (ELO) for donation to charity. The only exceptions are snacks at meetings or trinkets of nominal value, such as pens or calendars.
- **Attendance at Events - Honoraria, Activities, and Expenses:** You may not be "wined and dined" by people who conduct business with your agency. If you are having a meal with someone who does business with your agency, you must pay for your meal. You must obtain approval from your agency ELO before attending events that you are invited to because of your official position that are sponsored by someone outside of government. You may not accept honoraria. Official travel reimbursements require prior approval from your agency.
- **Compensation for Official Duties:** Your paycheck is your only permitted compensation. You may not accept any other compensation for performing your job. You may not "moonlight" without the approval of your agency.
- **Outside Employment, Business Interests and Political Activity:** You must disclose to your agency any outside employment, business interests and political activities. Prior approval is required for outside employment and business interests. You must not use State time, personnel or resources for any outside activities, political activities or second jobs.
- **Conflicts of Interest:** In the course of your job, you may not be involved in any matter in which you, your family, or your close friends have personal or financial interests that conflict with the proper discharge of your official duties. You should remove yourself from the matter and ask someone else to perform the State task.
- **Exploitation of Official Position:** You may not use your position to secure a job, contract, governmental approval or special benefit for yourself, a friend or family member.
- **Prohibition on Use of Confidential Information:** You may not accept employment or engage in any activity that may require or induce you to disclose confidential information acquired through your position.
- **Nepotism:** You may not hire, promote, or supervise a relative.

- **Post-Employment Lifetime Restrictions:** After you leave public employment, you may not represent or assist a person concerning a particular matter if you were substantially and directly involved in that particular matter while employed by the State. You may not use or disclose any information not generally available to members of the public, gained during the course of your employment.

This briefing addresses some of the most frequently raised ethics issues.

You are also responsible for reading and understanding the Uniform Ethics Code, your department's ethics code, and the plain language ethics guide.

The ethics law and rules are available on the Ethics Commission website.

If you have any ethics questions, call your ELO or the State Ethics Commission.

Your ELO is: Judith E. Jeney

Contact your ELO at: (201) 684-7504

**State Ethics Commission
1-888-223-1355
www.state.nj.us/ethics/**