

# State Ethics Commission

## Ethics Guidelines for State Employees

**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.

**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.

**Gifts and Favors.** You may not accept any gift, favor, service or thing of value from someone who conducts business with your agency. 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 with whom your agency conducts business. You must obtain approval from your agency Ethics Liaison Officer (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 or the Ethics Commission. If a donor conducts business with your agency, it is unlikely that you may accept such payments.

**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 activities. You must not use state time, personnel or resources for any outside 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 must remove yourself from the matter and ask someone else to perform the State task.

**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.

- These guidelines address some of the most frequently raised ethics issues.
- The ethics law and rules are available on the Ethics Commission website [www.nj.gov/ethics](http://www.nj.gov/ethics).
- You should also read your agency’s code of ethics.
- See your ELO for your code.

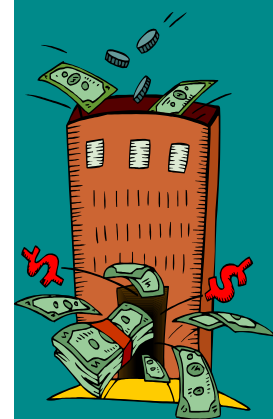
### When in Doubt, Ask!

**If you think you have a conflict of interest or are unsure of any of these rules, ask your ELO or the Commission.**

**A list of ELOs is available at [www.nj.gov/ethics](http://www.nj.gov/ethics).**

**If you suspect any wrongdoing, report your suspicion.**

**Complaints may be made anonymously and are kept confidential.**



Think Ethics

State Ethics Commission

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[www.nj.gov/ethics](http://www.nj.gov/ethics)