



## **CONTRACTOR EMPLOYEES IN THE FEDERAL WORKPLACE PRACTICAL ADVICE FOR DEALING WITH ETHICAL ISSUES**



- **Remember that contractor employees are NOT Federal employees and are not covered by the same rules.**
- **Don't require performance of "out of scope" work, personal services or "inherently Governmental functions" by contractor employees.**
- **Respect the employer-employee relationship between contractors and their employees.**
- **Contractor employees must be identified as such in the workplace (including their e-mail addresses), in meetings and other gatherings.**
- **Resolve any issues that arise from close personal relationships between contractor and Federal employees.**
- **Beware of gifts from contractor employees; don't accept without ethics counselor advice.**
- **Protect proprietary data, trade secrets, technical data packages, and Privacy Act and other nonpublic information.**
- **Where appropriate, identify and resolve contractor employee conflicts of interests the same way as for Federal employees.**
- **Avoid giving incumbent contractor unfair competitive advantage.**
- **Set the example – establish and maintain high ethical standards.**

**If you think there is an ethics issue  
contact a CNIC Ethics Counselor  
(202) 433-4828**