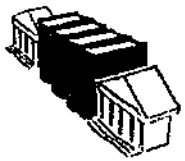
Code of Ethics/Standards of Conduct



Public service is a public trust. Each employee has a responsibility to the United States Government and its citizens to place ethical principles above personal gain. The following general standards apply to every employee in determining proper conduct:

- Employees shall place loyalty to the Constitution, the laws and ethical principles above private gain.
- Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- Employees shall not, except as permitted by law or regulation, solicit or accept gifts or other items 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.
- Employees shall put forth honest effort in the performance of their duties.
- Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
- Employees shall not use public office for private gain.
- Employees shall act impartially and not give preferential treatment to any private organization or individual.
- Employees shall protect and conserve federal property and shall not use it for other than authorized activities.
- Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.
- Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
- 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.
- 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.
- Employees shall endeavor to avoid any actions creating the appearance that they are violating ethical standards.

STANDARDS OF CONDUCT

STATEMENT OF UNDERSTANDING OF RESPONSIBILITY

I have received the Standards of Conduct and understand my responsibility to learn them and uphold them as a government civil service employee.

Failure to do so can result in disciplinary and/or legal action against me.

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Employee Acknowledgement Signature