

UNITED STATES POSTAL SERVICE
OFFICE OF THE GENERAL COUNSEL

You have one hour of official duty time to complete your annual ethics training. If you have previously completed your ethics training during *this calendar year*, you are not required to repeat the ethics training *this calendar year*.

If, at any time in the course of performing your duties at the United States Postal Service you believe you may have a conflict of interest based on this material, please contact the Ethics Office for assistance.

14 General Principles of Ethical Conduct

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.
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Criminal Conflict of Interest Statutes

18 U.S.C. § 201 – Prohibits public officials from accepting bribes or gratuities to influence their Government actions.

18 U.S.C. § 203 – Prohibits compensation for representational activities involving certain matters in which the United States is a party or has a direct and substantial interest. Significantly, the prohibition applies to compensation in exchange for the representational activities of either the employee or another individual.

18 U.S.C. § 205 – Prohibits an employee from certain involvement in a claim against the United States or representing another before the Government in matters in which the United States is a party or has a direct and substantial interest.

18 U.S.C. § 207 – Imposes restrictions on an employee's activities after leaving the Government. Most restrictions are limited to communications with or appearances before the Government on behalf of another, but some restrictions cover behind-the-scenes activities.

18 U.S.C. § 208 – Prohibits employees from participating in certain Government matters affecting their own financial interests or the interests of a spouse, minor child, general partner, or organization in which the employee is serving as officer, director, trustee, general partner, or employee.

18 U.S.C. § 209 – Prohibits employees from being paid by someone other than the United States for doing their official Government duties.

Standards of Ethical Conduct for Employees of the Executive Branch

General Provisions – An employee shall not place private gain above loyalty to the Constitution, laws, and ethical principles. Nor, violate the 14 general principles of ethical conduct.

Gifts From Outside Sources – An employee shall not solicit or accept a gift given because of his official position or from a prohibited source.

Gifts Between Employees – An employee shall not give or solicit for a gift to an official superior or accept a gift from a lower-paid employee, unless the donor and recipient are personal friends who are not in a superior-subordinate relationship.

Conflicting Financial Interests – An employee is prohibited from participating personally and substantially in any particular government matter that will affect his own financial interests or those of certain other persons (implementation of 18 U.S.C. §208). Or, acquire or continue to hold financial interests specifically prohibited by his agency.

Impartiality in Performing Official Duties – Unless authorized, an employee shall not participate in an official capacity in certain matters if a reasonable person with knowledge of the relevant facts would question his impartiality in the matter.

Seeking Other Employment – An employee is prohibited from participating in an official capacity in any particular matter that to his knowledge has a direct and predictable effect on the financial interest of a person with whom he is seeking, negotiating for, or has any arrangement concerning prospective employment.

Misuse of Position – An employee shall not use his public office (time, authority, information, and resources) for his own private gain or the private gain of friends, relatives, or persons with whom he is affiliated in a non-governmental capacity, or for the endorsement of any product service or enterprise.
Nor may a supervisor use a subordinate's time in this manner.

Outside Activities – An employee's outside activities must comply with applicable laws and standards, e.g., outside employment or any outside activity may not conflict with his government job. Or, fail to adhere to restrictions: on outside earned income; service as an expert witness; compensation for teaching, speaking, or writing; and fundraising. When required by supplemental agency regulations, an employee shall obtain prior approval before engaging in outside employment or activity.

AGENCY Supplemental Regulations

5 C.F.R. § 7001.102(a) – No Postal Service employee shall engage in outside employment or business activities with or for a person, including oneself, engaged in:

- (i) The manufacture of any uniform or other product required by the Postal Service for use by its employees or customers;
- (ii) The transportation of mail under Postal Service contract to or from the postal facility at which the employee works, or to or from a postal facility within the delivery area of a post office in which the employee works;
- (iii) Providing consultation, advice, or any subcontracting service, with respect to the operations, programs, or procedures of the Postal Service, to any person who has a contract with the Postal Service or who the employee has reason to believe will compete for such a contract; or
- (iv) The operation of a commercial mail receiving agency registered with the Postal Service, or the delivery outside the mails of any type of mailable matter, except daily newspapers;

5 C.F.R. § 7001.102(b) – outside employment or business activities with or for persons with whom the employee has official dealings on behalf of the Postal Service, or with or for persons, including oneself, whose interests are substantially dependent upon or affected significantly by postal rates, fees, or classifications, or substantially dependent upon providing goods or services to, or for use in connection with the Postal Service, require prior approval.

5 C.F.R. § 7001.103 – An employee is prohibited from becoming interested in any contract for carrying the mail, or act as an agent—with or without compensation—for any contractor, or person offering to become a contractor, in any business before the Postal Service.
