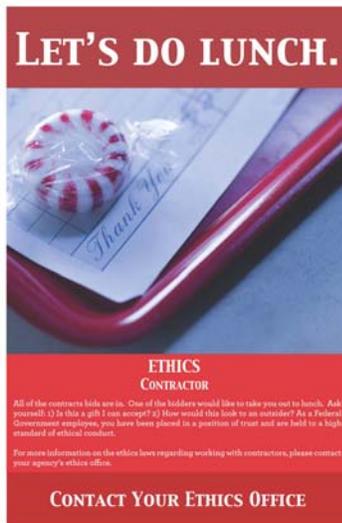


U.S. OFFICE OF GOVERNMENT ETHICS

10 ACTIONS TO RAISE EMPLOYEE AWARENESS OF GIFT RULES

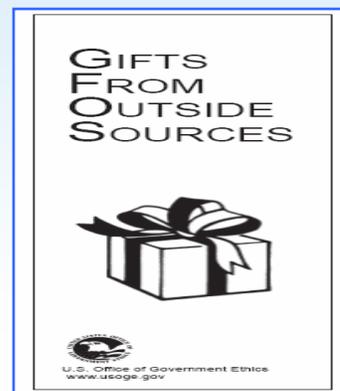
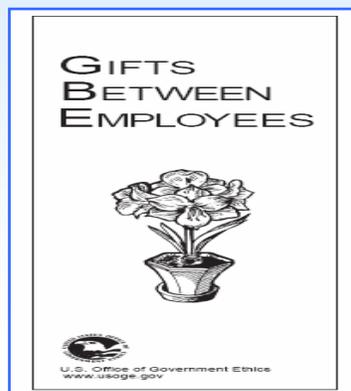
As the holiday season approaches, federal government employees may find themselves in situations where they are offered gifts from outside sources and/or fellow employees. Raising employee awareness of the gift rules helps ensure that the integrity of government programs and operations are preserved. Agencies seeking to raise employee awareness of the gift rules should consider the following ten actions. OGE has made available related training products that can be accessed through this document.

1. Hang Posters with "Gift Themes" Throughout the Agency.

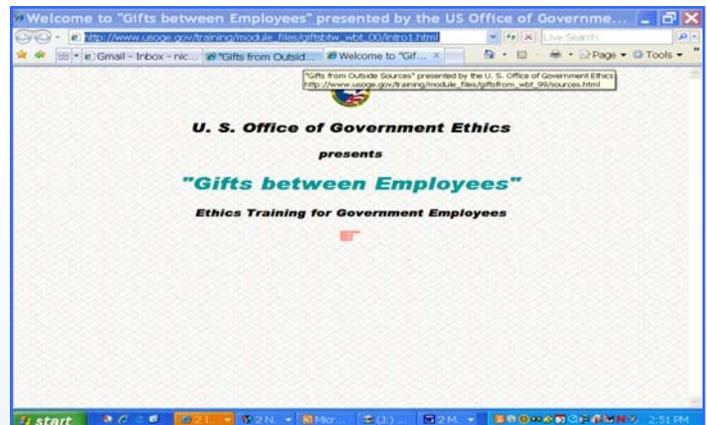


For a copy of these posters, email contactoge@oge.gov.

2. Distribute Pamphlets Outlining the Gift Rules.

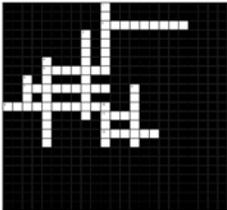


3. Develop Training Modules Focused on Gift Rules.



4. Create a Gift-Related Submission for Agency Newsletter or Other Publication.

U. S. Office of Government Ethics
Misuse of Position Employee Crossword Puzzle



Across

2. You can't use _____ information to further your own private interest or that of another.

5. Generally, you can't use your government title or position to _____ any product, enterprise, or service.

7. Generally, you can't use your position, title, or _____ associated with your public office to imply that your agency sanctions your outside activities.

Down

1. You are to protect and _____ government property.

3. You can't use government property, including the services of _____, for unauthorized purposes.

8. You can't use _____ and government property.

12. Widely-used and misused parts of government equipment _____.

Across

11. Playing games on your office computer is a misuse of official _____.

13. You _____ can't ask you to sleep for his wife's birthday present during duty hours.

14. Recommending your neighbor for a federal job on agency _____ is ok if you have personal knowledge of his abilities or character.

15. You can't use your public office for private _____.

16. Don't use your public office to _____ yourself or others.

Down

4. You _____ can't be the core for a major disease. You may not buy _____ in Company X before your agency announces the core company found the cure.

6. You can't use your _____ if you have personal knowledge of his abilities or character.

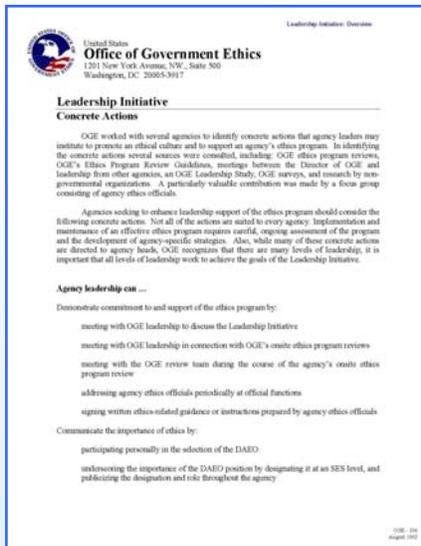
9. You learn on the job that Company X found the cure for a major disease. You may not buy _____ in Company X before your agency announces the core company found the cure.

5. Give Briefings on Gift Rules at Staff Meetings.

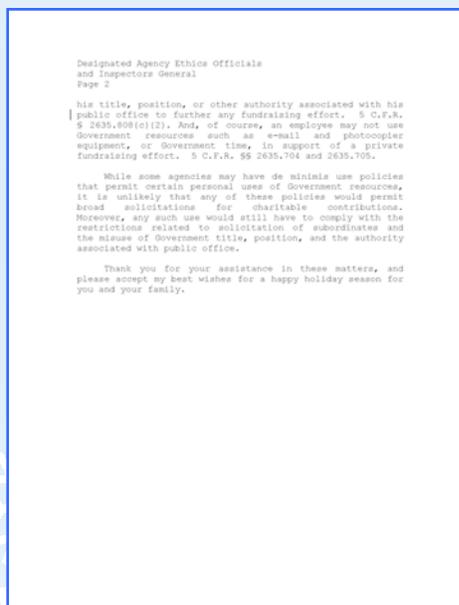
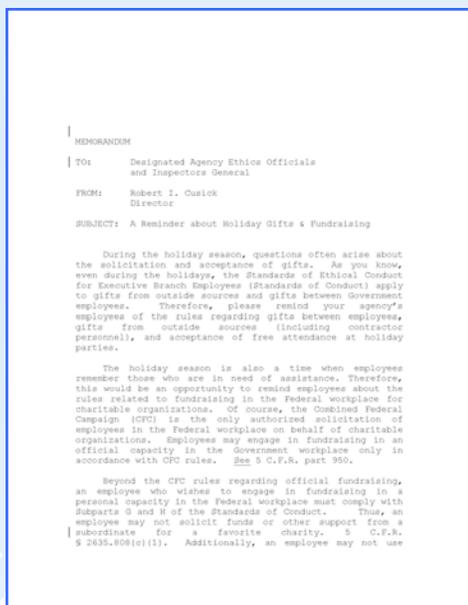
15 MINUTE ETHICS BRIEFING OUTLINE: HOLIDAY SEASON (EXAMPLE)

- I. Introduction
 - a. Introduce yourself and the role of the ethics office
 - b. Explain the purpose of the gift rules
- II. Gifts from Outside Sources
 - a. Discuss the basic prohibition
 - i. Prohibited Source
 - ii. Official Position
 - b. Review the most common exceptions used during the holiday season
 - i. \$20 or less
 - ii. Personal relationship
- III. Gifts Between Employees
 - a. Discuss the basic prohibition
 - i. Give a gift to an official superior
 - ii. Accept a gift from an employee making less pay
 - b. Review common exceptions used during the holiday season
 - i. \$10 or less
 - ii. Food and refreshments shared in the office
- IV. Discuss a recent violation
- V. Conclude by providing contact information

6. Involve Senior Leadership and Supervisors in Spreading the Message about the Gift Rules.



7. E-mail Agency-Wide Holiday Gift Guidance.



8. Create a Chart of Recent Gift Violations.

Encyclopedia of Ethical Failure

Department of Defense
Office of General Counsel
Standards of Conduct Office
September 2008

9. Design a Start-Up Alert for Employee Computer Desktops.

Have you received an invitation to attend a reception during the holiday season?

If the invitation is coming from someone who does business with the agency or if the invitation is addressed to you in your professional capacity, contact the ethics office at (xxx) xxx-xxxx

As the holiday season approaches, the ethics office would like to remind you that if you have questions about the application of the gift rules you should contact us at (xxx) xxx-xxxx.

Thinking of getting your supervisor a gift during the holidays?
Think again. Contact the ethics office at (xxx) xxx-xxxx

Are you having a holiday party? Have contactors been invited?
Contact the ethics office at (xxx) xxx-xxxx

10. Post Contact Information of Ethics Officials on Agency Bulletin Boards.

