



UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF INDIAN AFFAIRS
Office of Indian Education Programs
Human Resources Office
P. O. Box 769
Albuquerque, New Mexico 87103

IN REPLY REFER TO:
Employee/Labor Relations
(505) 248-7087
(505) 248-6986 Fax

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OIEP Human Resources Bulletin 04-02

To: Office of Indian Education Program Employees
From: *Nancy J. [Signature]* Human Resources Officer
Subject: **Policy on Standards of Conduct**

References:

Executive Order 12674 – emphasizes that public service is a public trust, and that it requires Federal employees to place loyalty to the Constitution, the laws, and ethical principles above personal gain. Therefore, it prohibits a Government employee from:

- Holding financial interests that conflict with the conscientious performance of duty.
- Engaging in financial transactions using non-public Government information or allowing the improper use of such information to further any private interest.
- Soliciting or accepting, except pursuant to such reasonable exceptions as are provided by regulation, 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.
- Neglecting to put forth honest effort in the performance of their duties.
- Binding the Government from any kind of unauthorized commitments or promises.
- Using their public office for private gain.

- Not acting impartially or giving preferential treatment to any private organization or individual.
- Negligence in failing to protect and conserve Federal property or using it for other than authorized activities.
- Engaging in outside employment or activities, including seeking or negotiating for employment that conflict with official Government duties and responsibilities.
- Not acting proactively in disclosing waste, fraud, abuse, and corruption to appropriate authorities.
- Neglecting their personal financial obligations, especially those imposed by law, such as, Federal, State, or local taxes.
- Violating a law or regulation that provides equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
- Creating the appearance that they are violating the law or the ethical standards promulgated pursuant to this order.

Contact Information:

If you have questions concerning the above matter, please contact Rose Hartnett, Human Resources Specialist (ER/LR), at (505) 248-7087.