

ETHICS IN BRIEF

Gifts from Outside Sources: You may not accept a gift from a "prohibited source" (for example, a contractor or grantee, or an offeror or bidder). You may not accept a gift offered to you because of your official position. There are several exceptions, including one for non-cash gifts under \$20 if the total of gifts in a year is less than \$50 from one source.

Gifts Between Employees: You may not give a gift to an official superior or accept a gift from an employee receiving less pay. There are several exceptions, including one for non-cash gifts under \$10.

Conflicting Financial Interests: You must disqualify yourself from working on any matter which will have an effect on your financial interests. The interests of your spouse and minor children are counted as your own, as are interests of your general partner, a prospective employer, and any organization which you serve as an officer, director, trustee, general partner or employee (with or without compensation).

Appearance of Impropriety: Even if you do not have a conflicting financial interest, you should disqualify yourself from working on a matter if a reasonable person would question your impartiality. For example, matters involving a friend, relative, former employer, or your spouse's employer.

Misuse of Position: You may not use your official position for your own private gain or for the private gain of friends, relatives, or persons or organizations with whom you are connected in a non-governmental capacity. You may not make improper use of nonpublic information or use government property for other than authorized purposes.

Outside Activities: Many activities of employees and their family members in the country of assignment are restricted or limited. Restricted or limited activities include outside employment and business activities; teaching, speaking and writing; investments in stocks, bonds or real estate in Afghanistan; and serving as an officer, director or trustee of any private organization in Afghanistan. Many restrictions apply regardless of whether compensation is received.

Seeking Other Employment: You may not work on a matter that will affect the financial interests of someone from whom you are seeking employment or with whom you have an arrangement for future employment. You must file a recusal as this constitutes a financial conflict of interest.

Post-Employment Restrictions: After leaving USAID, you may not communicate with any US Government employee, on behalf of anyone else, regarding a matter in which you were involved for USAID, either directly or through a subordinate. The duration of the restriction depends on the nature of your past involvement.