

**Employees' Responsibilities under
Executive Order 12674 (as amended)**

DO	DO NOT
Place loyalty to the Constitution, the laws, and ethical principles above private gain	Use non-public information to benefit yourself or anyone else
Act impartially to all groups, persons, and organizations	Solicit or accept gifts from persons or parties that do business with or seek official action from REE (unless permitted by an exception)
Give an honest effort in the performance of your duties	Make unauthorized commitments or promises that bind the Government
Protect and conserve Federal property	Use Federal property for unauthorized purposes
Disclose waste, fraud, abuse, and corruption to appropriate authorities	Take jobs or hold financial interests that conflict with your government responsibilities
Fulfill in good faith your obligations as citizens and pay your Federal, State, and local taxes	Take actions that give the appearance that they are illegal or unethical
Comply with all laws providing equal opportunity to all persons, regardless of their race, color, religion, sex, national origin, age, or handicap	

**Employees' Responsibilities under
Federal Conflict of Interest Statutes**

Conflicting Financial Interests	You may not do Government work on a particular matter that could affect your financial interests or those of your spouse, minor children, general partner, or organization with which you are negotiating or have an arrangement for future or current employment. If you believe you have a conflicting financial interest contact your ethics official to determine the appropriate remedy.
Bribery and Graft	You may not seek to accept anything of value, other than your Government pay, for being influenced in your official duties.
Outside Representation or Compensation in Matters Involving Government	You generally may not represent anyone other than the Government to a federal agency or court on a particular matter involving the Government. You generally may not share in any compensation derived from a representation that was made by anybody to an federal agency or court when you were a Federal employee.
Supplementation of Federal Salary	You generally may not accept any compensation from a non-Federal source for your Government work.