During this holiday season, we thank you for your public service. We also want to remind you of the public trust we all hold as City employees. As part of that trust, you may not accept gifts or favors in connection with your City employment.

Violations of these rules impact public confidence in City government. Violations may also result in serious penalties for you personally. Therefore, we want to remind you of the prohibition against gifts or favors and ask you to help inform and remind your colleagues of these rules to assist them in avoiding problems as well. Key rules to remember include:

- **City employees may not accept gifts or "tips" for doing their City jobs**, nor may they receive any gifts from any person or firm doing business with the City, including any person or firm whose interests may be affected by their actions as City employees.

- **Superiors may not accept holiday gifts from their City subordinates**, either individual or group gifts, except gifts of nominal value, namely where the “thought of giving” has greater value than the gift itself, i.e., under $10. Superiors may give holiday gifts to their subordinates, as long as the gift is not unusually extravagant.

- **City employees may not accept offers of free attendance at holiday parties or events sponsored by outside entities**, such as those doing business with the City, unless they are given permission to do so in writing by their agency head because their attendance at the event would further a legitimate City purpose related to their City job. You need not receive any special permission if you pay for your ticket.
A more complete list of the provisions of the City’s Conflicts of Interest Law, applicable to all City employees, is summarized below. COIB is committed to the fair and equitable enforcement of the law. If you have questions about these or any other City ethics issue, you may contact the Conflicts of Interest Board for advice at (212) 442-1400. The advice is confidential and it can also be anonymous. Should you have evidence or suspicion of corrupt activity anywhere in City government, you are required to report it immediately to the Inspector General assigned to your agency. Any such reports will be kept strictly confidential.

It is our job collectively as City servants to uphold the public trust New Yorkers have placed in us. Thank you for all you do to serve the people of this great City, and best wishes for a happy and healthy holiday season and New Year.

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THE NYC CONFLICTS OF INTEREST BOARD'S ETHICS GUIDE FOR PUBLIC SERVANTS

The City’s Conflicts of Interest Law prohibits public servants from using or appearing to use their City positions for their own personal benefit. To comply with the law, you cannot:

- Use your City position to gain any private advantage for yourself, a close family member, or anyone with whom you have a financial relationship.

- Use City resources for any non-City purpose, or disclose confidential City information to any private person or firm.

- Accept any valuable gift from a person or firm doing business with any City agency or from anyone for performing your City job.

- Take a second job with a firm, or own all or part of a firm, that has business with any City agency, unless you receive approval from the Board and your agency.

- Enter into any kind of private financial relationship with a superior or subordinate.

- Ask a subordinate to work on a political campaign or make a political contribution.
- Take part in a not-for-profit organization's business dealings with any City agency.

- Discuss possible future employment with a firm you are currently dealing with in your City job.

- Communicate with your former agency on behalf of a private firm for one year after you leave City service, or ever work on a matter on which you personally and substantially worked while with the City.

For information or to get advice on the City's Conflicts of Interest Law, call the Conflicts of Interest Board at 212-442-1400 (calls are confidential) or visit our website www.nyc.gov/ethics

This material is intended as a general guide. It is not intended to replace the text of the law (Charter § 2604). For particular information or answers to specific questions, please write or call the Board.