

**TOP 10 ETHICS RULES
FOR LOCALLY-EMPLOYED STAFF IN THE U.S. COMMERCIAL SERVICE**

CONFLICTS OF INTEREST

1. You may not work on any matter affecting your personal financial interests (or those of your spouse or minor children), unless you obtain a conflict of interest waiver (or unless the interest is in U.S. stocks or bonds of minimal value (US\$15,000 or less.)
2. You may not work on a matter in which one of the parties is (or is represented by) a recent (within 1 year) former employer or client, your parent's or spouse's employer, or an entity in which you are active, unless you receive prior approval.
3. Do not use the authority of your position, your official title, Commercial Service resources, or nonpublic information for personal benefit.

UNDUE INFLUENCE

4. You may accept gifts from a non-U.S. government, but any gift over US\$415 becomes the property of the United States Government.
5. You may not accept gifts greater than US\$20 in value from anyone (other than a foreign government) with interests before Commerce, except invitations to (1) "widely-attended" events (with approval) or (2) business meals overseas (if there is a citizen from the locality present and the value is less than the city's *per diem*).
6. You may not give a gift to a supervisor (or accept a gift from a subordinate) unless it is for a significant, infrequently occurring occasion (such as a wedding or recovery from a serious illness) or is of minimal value (US\$10 or less).
7. You may solicit and accept gifts for U.S. Government programs provided that: (1) you do not solicit travel gifts, (2) you do not accept gifts from ITA contractors, grantees, or entities with interests in controversial matters before ITA, and (3) solicitations are conducted fairly and donors do not receive special benefits.

DIVIDED LOYALTIES

8. You, your spouse, or a family member may serve as an officer, director, or trustee of a private organization in your personal capacity only after receiving approval from the Chief of Mission and an ethics official.
9. You may have outside employment in your country of assignment only if the employment does not conflict with your Commercial Service position and the Chief of Mission approves.
10. You may engage in political activities deriving from your non-U.S. citizenship pertaining to elections in your country of assignment, but you cannot engage in any political activity while on Government premises or using Government resources and you cannot engage in fund-raising for a United States election.