

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

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