



November, 2008

Dear Colleagues in City Government:

As the holiday season approaches, we wish to remind you that you should not accept gifts or favors in connection with your City employment. City workers may not accept gifts or "tips" for doing their jobs, nor should they receive any gifts from anyone doing business with the City, in particular from anyone whose interests may be affected by their actions as City employees. In general, City employees are prohibited from accepting gifts from those with current or pending business dealings with the City. Moreover, City employees who know of and fail to report such behavior subject themselves to possible disciplinary action.


There are also rules on gifts between City employees. The rules generally prohibit gifts between City superiors and subordinates, except for gifts of negligible monetary value. City employees may otherwise exchange gifts in recognition of the holiday season. The provisions of the City's Conflicts of Interest Law, applicable to all City workers, are summarized on the reverse side of this letter.

In addition, employees who receive complimentary invitations to events, functions or ceremonies, including holiday parties, sponsored by outside entities, such as those doing business with the City, may only attend when acting in their official capacities and there is a legitimate City business purpose related to their agency. Attendance at these events, functions or ceremonies must be approved in writing, as in the interests of the City, by an employee's agency head. If you are not sure if it is appropriate for you to attend an event, please exercise common sense and purchase your ticket, or do not attend the event.


We also take this occasion to commend all the City employees who have provided information to the Department of Investigation during the past year in its fight against fraud and corruption and to the Conflicts of Interest Board in support of its ethical mandate. We encourage each of you who has any evidence or suspicion of corrupt or criminal activity anywhere in City government to report it immediately to the Inspector General assigned by the Department of Investigation to your agency. Any such reports will be kept strictly confidential.

Thank you for your continued support and cooperation, and best wishes for the Holidays and the New Year.

Sincerely,


Michael R. Bloomberg
Mayor


Rose Gill Hearn
Commissioner
Department of Investigation


Steven B. Rosenfeld
Chair
Conflicts of Interest Board

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 a valuable gift from someone 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 you personally and substantially worked on while with the City.

**For information or to get advice on the City's Ethics Law, call the Conflicts of Interest Board at
212-442-1400 (calls are confidential)
or visit our website at <http://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 more particular information or answers to specific questions, please write or call the Board.