



## ETHICAL CONDUCT PRINCIPLES

- A. The nature of many of the activities supported by NAF is such that the civilian employees and assigned military personnel must exemplify the highest standard of personal conduct and integrity.
- B. The Standards of Conduct are rules designed to assist in maintaining a high level of integrity and foster public confidence in Government activities. DOD 5500.7-R, Joint Ethic Regulation (JER) provides these rules and is the regulation for all government APF and NAF employees.
- C. Management must ensure that NAF employees are fully acquainted with regulations and instructions listed above upon employment and annually thereafter.
- D. In order to maintain the public's confidence in our institutional and individual integrity, all DON personnel will read, be familiar with and comply with DOD 5500.7-R (JER). Employees will avoid any action, whether or not specifically prohibited by the rules of conduct, which might result in, or reasonably be expected to create an appearance of violation of the JER. Employees are public servants and their actions must not violate any of the following:
  - (1) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.
  - (2) Employees shall not use public office for private gain.
  - (3) Employees shall act impartially and not give preferential treatment to any private organization or individual.
  - (4) Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
  - (5) Employee shall not misuse Government resources or information.
  - (6) Disclose waste, fraud, mismanagement, and corruption to appropriate authorities. At CNI, the best starting place is the CNIC IG and CNI's 24 hour Hotline. (888) 850-7559 or (202) 433-2346, email: [www.M\\_CNI\\_HQ\\_IG\\_Hotline@navy.mil](mailto:www.M_CNI_HQ_IG_Hotline@navy.mil) or fax (202) 433-2096.
  - (7) Employee shall not impede Government efficiency or economy.
  - (8) Employees shall not lose complete independence or individual impartiality.
  - (9) Employees shall not make a government decision outside official channels.
  - (10) Employees shall not do anything that will adversely affect the confidence of the public in the integrity of the government.
  - (11) Employee shall not engage in any activity or acquire or retain any financial or association interest that conflicts or appears to conflict with the public interest of the U.S. as it relates to the employee's duties.

## **ETHICAL CONDUCT PRINCIPLES Continued....**

- (12) Employees shall not accept gratuities from DOD contractors unless specifically authorized by law or regulation.
- (13) Employees shall not use their official position to improperly influence any person to provide any private benefits.
- (14) Employees shall not use inside information to further a private gain.
- (15) Employees shall not wrongfully use rank, title or position for commercial purposes.
- (16) Employees shall not accept or engage in outside employment or activities, including seeking or negotiating for employment that conflicts with official Government duties or which may discredit the Navy.
- (17) Employees shall not take or use Government property or services for other than officially approved purposes. All NAF employees have a duty to protect and conserve Federal property, including equipment supplies and other property entrusted to or issued to them. They cannot directly or indirectly use or allow the use of government property for other than official approved activities (this includes property leased to the government).
- (18) Employees shall not give gifts to superiors or accept them from your subordinates when it is not appropriate to do so.
- (19) Employees shall not conduct official business with persons whose participation in the transaction would violate law or regulations.
- (20) Employees shall not make private promises of any kind binding upon the duties of office or the Government.
- (21) Employees shall not engage in business with the Government, whether directly or indirectly, inconsistent with the conscientious performance of duty.
- (22) Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- (23) Employees shall not hold financial interests that conflict with the conscientious performance of duty.



## **ETHICAL CONDUCT PRINCIPLES Continued....**

E. All NAF employees shall do the following:

- (1) Seek ways to promote efficiency and economy in Government operations.
- (2) Preserve the public's confidence in the Navy and its personnel by exercising public office, as a public trust.
- (3) Put loyalty to the highest moral principles and to country above loyalty to persons, party or Government department.
- (4) Uphold the Constitution, laws and regulations of the U.S. and never be a party to their evasion.
- (5) Give a full day's labor or a full day's pay, providing earnest effort to the performance of duties.
- (6) Ensure that they never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept for himself or herself or for family members, favors or benefits under circumstances which might be constructed by reasonable persons as influencing the performance of Government duties.
- (7) Expose corruption wherever discovered. Personnel are strongly encouraged to seek the advice of agency ethics officials located in the legal office, on the installation, whenever questions arise.
- (8) Satisfy in good faith their obligations as citizens, including all financial obligations, especially those such as Federal, state or local taxes that are imposed by law.
- (9) Adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age or handicap.
- (10) Use assigned government equipment including computers for official business only. This includes only sending emails involving official Government business, not forwarding or send chain letters, not accessing any improper or pornographic web sites and not installing freeware, shareware, demo or trial software (P2P or otherwise) on their PC's. Only approved government licensed software is permitted. Users are not to install unauthorized software from downloads, emails, web sites or other storage media (CD's, DVD's, external drives, etc). This includes but is not limited to such things as screensavers, unapproved web browsers add-ons and plug-ins or personally owned software on government owned computers.



## ETHICAL CONDUCT PRINCIPLES

This certifies that the undersigned received a briefing and copy of the Ethical Conduct Principles. I understand that I am responsible for abiding by the ethical principles established by Executive Order 12674 and the DOD Joint Ethics Regulations and strictly adhering to the conduct requirements specified therein. I acknowledge my responsibility to set a personal example for fellow employees by performing my official duties within the highest ethical standards and in a manner so as to facilitate Federal government efficiency and economy. I acknowledge my responsibility to familiarize myself with the requirements of these directives and to report suspected violations of ethics regulations.

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Signature

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Date