



Signposts: A Checklist to the Conflicts of Interest Rules

***NYC EMPLOYEES,
ARE YOU VIOLATING THE
CITY'S ETHICS LAW?***

***IF YOU ANSWER YES TO ANY OF THE
FOLLOWING QUESTIONS YOU MAY BE IN
VIOLATION OF RULES REGARDING:***

CONDOS AND CO-OPS

- Do you sit on a condo or co-op board and also deal with condos or co-ops in your City job?

CONFIDENTIAL INFORMATION

- Are you giving away confidential City information or using it to help yourself, a relative, or someone you have a financial relationship with?

EMPLOYEES AND BOSSES

- Do you have a financial relationship, like a loan or a

business or a living arrangement, with your boss or with someone you supervise?

GIFTS

➤ Are you being offered a valuable gift, like free tickets, or dinner, or travel, by someone who does business with the City?

MOONLIGHTING

➤ Do you have an outside job with a person or firm that does business with the City?

➤ Does your outside job require you to communicate with any City agency?

➤ Do you use City supplies, equipment, or personnel for your outside job?

➤ Do you use or discuss confidential City information in your outside job?

➤ Do you do any part of the outside job on City time?

OWNERSHIP OF BUSINESSES

➤ Do you or your spouse or your child living at home own 5% or \$35,000 of a firm that does business with the City?

POLITICAL ACTIVITIES

- Are you asking a subordinate to participate in a political campaign or make political contributions?

POST-CITY EMPLOYMENT

- Are you as a City employee dealing with an outside firm and at the same time talking to the firm about getting a job there?
Are you sending a resume to a firm at the same time that you are dealing with that firm in your City job?
- Are you talking or writing to your former agency within one year after leaving your City job?
- Are you working on a particular matter for your new employer that you worked on while in City service?

USE OF CITY POSITION

- Are you using your City position to get an advantage for yourself, a relative, or someone you have a financial relationship with?

VOLUNTEER ACTIVITIES

- Do you volunteer with a non-profit organization that does business with the City?
- Do you use City supplies, equipment, or personnel for the volunteer work?
- Do you do any part of the volunteer work on City time?
- Do you use or discuss confidential City information when doing your volunteer work?

FOR ADDITIONAL INFORMATION, CONTACT
NEW YORK CITY CONFLICTS OF INTEREST BOARD
2 LAFAYETTE STREET, SUITE 1010
NEW YORK, NY 10007
212-442-1400 (TDD 212-442-1443)

OR VISIT THE BOARD'S WEB SITE AT
<http://nyc.gov/ethics>

10/04

COI/B