



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