



One-Page Plain Language Guide to the New York City Conflicts of Interest Law*

The City's Conflicts of Interest Law prohibits public servants from using or appearing to use their City positions for their own personal benefit. As a public servant, in order to comply with the law, you cannot:

- **Use City position to gain any private advantage for yourself, a close family member, or anyone with whom you have a financial relationship (e.g. a business partner, creditor, roommate, etc.)**
- **Use City resources for any non-City purpose, or disclose confidential City information to any private person or firm.**
- **Accept any valuable gift from someone doing business with any City agency, or *anything* 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. Also, bear in mind that individual agencies may have additional restrictions on the acceptance of gifts, moonlighting, and other issues. Contact your agency counsel for more information.