



THE CITY OF NEW YORK

TO: Colleagues in City Government

FROM: Bill de Blasio, Mayor
Mark Peters, Commissioner, Department of Investigation
Richard Briffault, Chair, Conflicts of Interest Board

RE: Reminder Regarding Holiday Gifts

During this holiday season, we extend to you our thanks for your public service. We also want to remind you of the public trust we all hold as City employees. As part of that trust, **you may not accept gifts or favors in connection with your City employment.**

Violations of these rules impact trust in government. Violations may also result in serious penalties for you personally. Therefore, we want to remind you of the prohibition against gifts or favors and ask you to help inform and remind your colleagues of these rules to assist them in avoiding problems as well. Key rules to remember include:

- **City workers may not accept gifts or "tips" for doing their jobs**, nor may they receive any gifts from anyone doing business with the City, including anyone whose interests may be affected by their actions as City employees.
- **Superiors may not accept holiday gifts from their City subordinates**, except gifts of negligible monetary value. Superiors may give holiday gifts to their subordinates, as long as the gift is not unusually extravagant.
- **Employees may not accept offers of free attendance at holiday parties or events sponsored by outside entities**, such as those doing business with the City, unless they are given permission to do so in writing by their agency head that their attendance would further a legitimate City purpose related to their job. You need not receive any special permission if you pay for your ticket.

A more complete list of the provisions of the City's Conflicts of Interest Law, applicable to all City workers, is summarized below and by following [this link](#). If you have questions about these or any other City ethics question, you may contact the Conflicts of Interest Board for advice at **(212) 442-1400**. You may obtain advice

anonymously and confidentially. Should you have evidence or suspicion of corrupt activity anywhere in City government, we encourage you to report it immediately to the Inspector General assigned to your agency. Any such reports will be kept strictly confidential.

It is our job collectively as City servants to uphold the public trust New Yorkers have placed in us. Thank you for all you do to serve the people of this great City, and best wishes for a happy and healthy holiday season and New Year.

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 benefits. 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 any 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 subordinates.
- 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 www.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 particular information or answers to specific questions, please write or call the Board.

Please do not reply to this message.