



STANDARDS OF CONDUCT/ETHICS

To maintain the public's confidence in our institutional and individual integrity, all Department of the Navy/Marine personnel shall –

1. 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:
 - a. Using public offices for private gain
 - b. Giving preferential treatment to any person of entity.
 - c. Impeding Government efficiently or economy.
 - d. Losing complete independence or impartiality.
 - e. Making a Government decision outside official channels.
 - f. Adversely affecting the confidence of the public in the integrity of the Government.
2. Not engage in any activity or acquire or retain any financial or association interest that conflicts with the public interests of the United States related to their duties.
3. Not accept gratuities from Department of Defense contractors unless specifically authorized by law regulation.
4. Not use their official positions to improperly influence any person or provide any private benefit.
5. Not use inside information to further a private gain.
6. Not wrongfully use rank, title, or position for commercial purposes.
7. Avoid outside employment or activities incompatible with their duties or which may discredit the Navy.
8. Never take or use Government property or services for other than officially approved business.
9. Not give gifts to your superiors or accept them from your subordinates when it is not appropriate to do so.
10. Not conduct official business with persons whose participation in the transaction would violate law regulations.
11. Seek ways to promote efficiency and economy in Government operations.
12. Preserve the public's confidence in the Navy and its personnel by exercising public office, as public trust.
13. Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.
14. Uphold the Constitution, laws, and regulations of the United States and never be a party to their evasion.
15. Give a full day's labor for a full day's pay, providing earnest effort to the performance of duties.
16. Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not, and never accept for oneself or family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of Government duties.
17. Make no private promises of any kind binding upon the duties of office.
18. Not engage in business with the Government, either directly or indirectly, inconsistent with the conscientious performance of governmental duties.
19. Expose corruption whenever discovered.

I HAVE READ THE ABOVE POLICY STATEMENT. I UNDERSTAND THAT IT APPLIES TO ME AS A NONAPPROPRIATED FUND EMPLOYEE AND WILL UPHOLD THESE STANDARDS WHILE EMPLOYED BY MCCS.

Signature _____

Date _____

Employee Name:

Job Title: