

## Notice to New Supervisors

Congratulations on your initial appointment to a supervisory position which comes with important new responsibilities. The Department's Ethics Law and Programs Division wants you to be aware that a Government-wide ethics regulation, 5 C.F.R. Section 2638.103, imposes the following responsibilities on all supervisors:

Every supervisor in the executive branch has a heightened personal responsibility for advancing Government ethics. It is imperative that supervisors serve as models of ethical behavior for subordinates. Supervisors have a responsibility to help ensure that subordinates are aware of their ethical obligations under the Standards of Conduct and that subordinates know how to contact agency ethics officials. Supervisors are also responsible for working with agency ethics officials to help resolve conflicts of interest and enforce Government ethics laws and regulations, including those requiring certain employees to file financial disclosure reports. In addition, supervisors are responsible, when requested, for assisting agency ethics officials in evaluating potential conflicts of interest and identifying positions subject to financial disclosure requirements.

To refresh your understanding of the ethical values underlying Federal service, you should review the summary of the Principles of Ethical Conduct, Federal conflict of interest statutes, the Standards of Ethical Conduct for Employees of the Executive Branch, and other ethics laws which can be accessed through this link: [link to Department of Commerce Summary of Ethics Rules on the Ethics Law and Programs Division web page: [https://ogc.commerce.gov/sites/ogc.commerce.gov/files/pto-summary\\_of\\_ethics\\_rules-2017\\_0.pdf](https://ogc.commerce.gov/sites/ogc.commerce.gov/files/pto-summary_of_ethics_rules-2017_0.pdf)].

You should retain this handout for use as a reference. If you need additional information, you may also visit the Ethics Law and Programs Division at [www.commerce.gov/ethics](http://www.commerce.gov/ethics). If you have any questions on applicable ethics requirements, please contact the ethics office at 202-482-5384 or [ethicsdivision@doc.gov](mailto:ethicsdivision@doc.gov).