

## **Notice to Prospective New Employees**

As an employee of the Department of Commerce, you have been placed in a position of trust and you will be held to a high standard of ethics conduct. The Department of Commerce is committed to the highest ethical standards, and as an employee, you will be covered by the criminal conflict of interest statutes and the Standards of Ethics Conduct for Employees of the Executive Branch. For your convenience, the following link is to a summary of the Federal conflict of interest statutes, the Standards of Ethical Conduct for Employees of the Executive Branch, and other ethics laws: 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 summary for use as a reference. You may also visit the Ethic Law and Program Division at [www.commerce.gov/ethics](http://www.commerce.gov/ethics). For more information about the ethics rules. If you have any questions on applicable ethics requirements, please contact the Commerce ethics office at 202-482-5384 or [ethicsdivision@doc.gov](mailto:ethicsdivision@doc.gov).

Also, please note that you are required to complete new employee ethics training within three months of entering on duty. We strongly recommend that you attend this training as soon as possible.

For employees required to file financial disclosure reports: Please note that you are required to file a financial disclosure report and your report will be due within 30 days after entering on duty. If you have any questions, please contact the ethics office at 202-482-5384 or [ethicsdivision@doc.gov](mailto:ethicsdivision@doc.gov).