

MISUSE OF POSITION

USE OF NONPUBLIC INFORMATION. Employees shall not engage in a financial transaction using nonpublic information, or allow the improper use of nonpublic information to further their own private interests or those of another. Information that is "nonpublic" includes information an employee knows or reasonably should know:

- Is routinely exempt from disclosure under the Freedom of Information Act or protected from disclosure by statute, including proprietary and Trade Secret information;
- Is designated by an agency as confidential; or
- Has not actually been disseminated to the general public and is not authorized to be made available to the public on request.

Employees who have access to financial market sensitive information must not make this information public without appropriate authorization and must exercise discretion in handling this information internally.

USE OF GOVERNMENT PROPERTY. An employee has a duty to protect and conserve Government property and to use Government property only for authorized purposes. Authorized purposes are those for which Government property is made available to the public or those purposes authorized in accordance with law or regulation.

LIMITED PERSONAL USE OF GOVERNMENT EQUIPMENT. Employees may make limited personal use of Government resources for personal purposes. Personal use does not include activities that are illegal, inappropriate, or offensive to a reasonable person. You are reminded that gambling at the workplace or while using Government equipment, among other activities, is illegal, including gaming activities related to sporting events. You are also reminded that partisan political activity, among other activities, is also prohibited. See DOE O 203.1-4.(f) for a more complete list of prohibited activities. Also please remember that you have no privacy interest if you use Government resources for personal use.

USE OF PUBLIC OFFICE FOR PRIVATE GAIN. Employees shall not use their public office for their own private gain or for the private gain of friends, relatives or persons with whom they are affiliated in a non-governmental capacity, or for the endorsement of any product, service or enterprise. In particular, employees shall not use their Government position, title or authority:

- In a manner intended to induce another to provide any benefit to themselves or to friends, relatives or affiliated persons;
- In a manner that could be construed to imply that DOE or the Government sanctions or endorses their personal activities or those of another; or

- To endorse any product, service or enterprise except in furtherance of statutory authority to do so, in accordance with agency programs to give recognition for achievement or to document compliance with agency standards or requirements.

USE OF OFFICIAL TIME. Unless authorized in accordance with law or regulation to use such time for other purposes, employees shall use official time in an honest effort to perform official duties. And, employees shall not encourage, direct, coerce or request a subordinate to use official time to perform activities other than those required in performance of official duties or those authorized in accordance with law or regulation.