

ETHICS MANUAL FOR MEMBERS, OFFICERS, AND EMPLOYEES OF THE U.S. HOUSE OF REPRESENTATIVES

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THE COMMITTEE ON STANDARDS OF OFFICIAL CONDUCT

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ETHICS MANUAL THE CODE OF OFFICIAL CONDUCT House Rule XLIII

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- 1.** A Member, officer, or employee of the House of Representatives shall conduct himself at all times in a manner which shall reflect creditably on the House of Representatives.
- 2.** A Member, officer, or employee of the House of Representatives shall adhere to the spirit and the letter of the Rules of the House of Representatives and to the rules of duly constituted committees thereof.
- 3.** A Member, officer, or employee of the House of Representatives shall receive no compensation nor shall he permit any compensation to accrue to his beneficial interest from any source, the receipt of which would occur by virtue of influence improperly exerted from his position in the Congress.
- 4.** A Member, officer, or employee of the House of Representatives shall not accept gifts (other than personal hospitality of an individual or with a fair market value of \$100 or less) * * * in any calendar year aggregating more than * * * \$250, * * * directly or indirectly, from any person (other than from a relative) except to the extent permitted by written waiver granted in exceptional circumstances by the Committee on Standards of Official Conduct pursuant to clause 4(e)(1)(E) of rule X.
- 5.** A Member, officer, or employee of the House of Representatives, shall accept no honorarium for a speech, writing for publication, or other similar activity.
- 6.** A Member of the House of Representatives shall keep his campaign funds separate from his personal funds. A Member shall convert no campaign funds to personal use in excess of reimbursement for legitimate and verifiable campaign expenditures and shall expend no funds from his campaign account not attributable to bona fide campaign or political purposes.
- 7.** A Member of the House of Representatives shall treat as campaign contributions all proceeds from testimonial dinners or other fund raising events.
- 8.** A Member or officer of the House of Representatives shall retain no one under his payroll authority who does not perform official duties commensurate with the compensation received in the offices of the employing authority. In the case of committee employees who work under the direct supervision of a Member other than a chairman, the chairman may require that such Member affirm in writing that the employees have complied with the preceding sentence (subject to clause 6 of rule XI) as evidence of the chairman's compliance with this clause and with clause 6 of rule XI.
- 9.** A Member, officer, or employee of the House of Representatives shall not discharge or refuse to hire any individual, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex (including marital or parental status), age, or national origin, but may take into consideration the domicile or political affiliation of such individual.
- 10.** A Member of the House of Representatives who has been convicted by a court of record for the commission of a crime for which a sentence of two or more years' imprisonment may be imposed should refrain from participation in the business of each committee of which he is a member and should refrain from voting on any question at a meeting of the House, or of the Committee of the Whole House, unless or until judicial or executive proceedings result in reinstatement of the presumption of his innocence or until he is reelected to the House after the date of such conviction.
- 11.** A Member of the House of Representatives shall not authorize or otherwise allow a non-House individual, group, or organization to use the words ``Congress of the United States'', ``House of Representatives'', or ``Official Business'', or any combination of words thereof, on any letterhead or envelope.

12. (a) Except as provided by paragraph (b), any employee of the House of Representatives who is required to file a report pursuant to rule XLIV shall refrain from participating personally and substantially as an employee of the House of Representatives in any contact with any agency of the executive or judicial branch of Government with respect to nonlegislative matters affecting any nongovernmental person in which the employee has a significant financial interest.

(b) Paragraph (a) shall not apply if an employee first advises his employing authority of his significant financial interest and obtains from his employing authority a written waiver stating that the participation of the employee is necessary. A copy of each such waiver shall be filed with the Committee on Standards of Official Conduct.

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ETHICS MANUAL CODE OF ETHICS FOR GOVERNMENT SERVICE

Resolved by the House of Representatives {the Senate concurring}, That it is the sense of the Congress that the following Code of Ethics should be adhered to by all Government employees, including officeholders:

CODE OF ETHICS FOR GOVERNMENT SERVICE

Any person in Government service should:

- 1.** Put loyalty to the highest moral principals and to country above loyalty to Government persons, party, or department.
- 2.** Uphold the Constitution, laws, and legal regulations of the United States and of all governments therein and never be a party to their evasion.
- 3.** Give a full day's labor for a full day's pay; giving to the performance of his duties his earnest effort and best thought.
- 4.** Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- 5.** Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept for himself or his family, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of his governmental duties.
- 6.** Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty.
- 7.** Engage in no business with the Government, either directly or indirectly which is inconsistent with the conscientious performance of his governmental duties.
- 8.** Never use any information coming to him confidentially in the performance of governmental duties as a means for making private profit.
- 9.** Expose corruption wherever discovered.
- 10.** Uphold these principles, ever conscious that public office is a public trust.

(Passed July 11, 1958.)

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