

Principles of Integrity and Professional Responsibility

I. Purpose

These Principles of Integrity and Professional Responsibility provide principles to which NPPD employees shall adhere to achieve the highest levels of integrity throughout the organization and to avoid misconduct and the appearance of misconduct.

II. Scope

This NPPD Directive applies to all personnel employed by or detailed to any NPPD organizational subcomponent. This Directive is an internal policy statement of NPPD and does not purport to be a comprehensive list of employee responsibilities.

III. Authorities

- A. DHS Delegation 03000, "Delegation for Human Capital and Human Resources," June 5, 2012
- B. DHS MD 0480.1, "Ethics/Standards of Conduct," March 1, 2003.
- C. Hatch Act, 5 U.S.C. §§ 7321–7326

IV. Responsibilities

Compliance with this Directive is aimed at ensuring that NPPD employees exhibit qualities that project the most positive image of our workforce, NPPD, and the Department, and at earning and maintaining the trust and confidence of the citizens of the United States whom we serve. Employees shall bear in mind that they represent NPPD, DHS, and the Federal Government in all of their work and should diligently strive to accomplish the mission of NPPD effectively.

- A. **Principles of Ethical Conduct for Government Employees.** As employees of the Federal Government, NPPD employees are obligated to comply with the *Standards of Ethical Conduct for Employees of the Executive Branch*, 5 C.F.R. Part 2635, and related conflict-of-interest statutes, 18 U.S.C. §§ 201–209, and regulations. If employees have questions about the *Standards of Ethical Conduct*

for Employees of the Executive Branch, they should seek guidance from the Department's Ethics Office. The principles of ethical conduct, as stated in 5 C.F.R. 2635.101, for Government employees are:

1. Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws, and ethical principles above private gain.
2. Employees shall not hold financial interests that conflict with the conscientious performance of duty.
3. Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
4. An employee shall not, except pursuant to such reasonable exceptions as are provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
5. Employees shall put forth honest effort in the performance of their duties.
6. Employees shall make no unauthorized commitments or promises of any kind purporting to bind the Government.
7. Employees shall not use public office for private gain.
8. Employees shall act impartially and not give preferential treatment to any private organization or individual.
9. Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.
10. Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.
11. Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.
12. Employees shall satisfy in good faith their obligations as citizens, including all just financial obligations, especially those such as Federal, State, or local taxes that are imposed by law.
13. Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.
14. Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards promulgated pursuant to this order.

B. Compliance with the Hatch Act. Employees are also required to comply with the requirements of the Hatch Act, 5 U.S.C. §§ 7321–7326; Department policy on the political activities of non-career employees; and accompanying regulations. Questions about the Hatch Act should be directed to an Ethics Official or the Office of Special Counsel.

C. **Additional Principles.** In addition to the *Standards for Ethical Conduct* and the Hatch Act listed above, the following principles embody integrity and also apply to all employees. If employees have questions about these principles, they should seek guidance through their supervisory chain or NPPD's Office of Human Capital. NPPD employees shall:

1. Act in a professional, courteous, and respectful manner and treat each other fairly and with respect; establishing a high-trust environment in which all employees can produce their best work.
2. Foster and preserve a healthy culture of honesty, fairness, integrity, high ethical standards, and diligence in fulfilling their professional obligations.
3. Demonstrate courteous behavior and good manners toward the general public and fellow employees.
4. Refrain from taking any action that would bring the Government into disrepute.
5. Avoid taking any action which may create the appearance of impropriety.
6. Use official DHS identification (including badges, logo, letterhead, credentials, and PIV cards) only for official U.S. Government purposes.
7. Be aware of and comply with all safeguarding requirements for Federal Government information. This includes but is not limited to the handling of Classified Information, Personally Identifiable Information, For Official Use Only Information, and Sensitive but Unclassified Information.
8. Refrain from engaging in any gambling activity while on duty or on Government-owned or leased property, including gambling on the internet and in office pools.
9. Refrain from recording conversations between DHS employees without authorization.
10. Be accurate, complete, and truthful in all official matters, including cooperating with official inquiries. NPPD employees must not make statements about official DHS matters or about its employees or officials that they know to be false or with reckless disregard for the truth.
11. Adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, sex (including pregnancy), national origin, color, religion, age, disability, genetic information, sexual orientation, and status as a parent, as well as those that protect individuals from reprisal for engaging in prior protected Equal Employment Opportunity activity.
12. Maintain a professional appearance that is appropriate for the applicable work environment.

V. Policy

It is NPPD policy that all its employees shall strive for a culture of integrity that promotes the highest standards of personal and professional conduct. This conduct shall reflect a strong commitment to our mission as well as good character, honor, truthfulness, competency, and impartiality. In achieving its mission, NPPD and its employees shall uphold the trust and expectations of the public they serve. Employees are accountable for

their actions and are subject to appropriate disciplinary action when there is a nexus between their misconduct (on- or off-duty) and the efficiency of the service. Depending on the circumstances, failure to adhere to this Directive may result in disciplinary, adverse, or other corrective action. This Directive does not prohibit conduct that is protected by Federal law.

VI. Questions

Address questions pertaining to this Directive to the NPPD Office of Employee and Labor Relations or NPPD Office of Compliance and Security.



Rand Beers
Under Secretary

12/19/2012

Date