



## CITY OF NEW YORK CONFLICTS OF INTEREST BOARD

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### JOB HUNTING: THE ETHICS RULES

**BASIC RULE: YOU MAY NOT SEEK A JOB WITH ANY FIRM THAT YOU ARE PERSONALLY INVOLVED WITH IN YOUR CITY JOB.**

**THIS MEANS:** You may NOT send ANYONE at the firm your resume (so this is not limited to the specific people from the firm with whom you are dealing) or even ask them about the possibility of working at their firm. It does not matter what type of job you are seeking at the new firm – even if it has nothing to do with the matter in which you are involved, you still may not seek a job with that firm.

**RELATED FIRMS:** This rule applies not only to the specific firm you are dealing with but also to its parent firm, subsidiaries, and sister firms. So, for example, if you are dealing with a firm in your City job and want to approach another firm, it is YOUR responsibility to find out if the two firms are connected.

**“PERSONALLY INVOLVED”:** This means that you yourself are involved with the firm on a particular matter. Just because your agency or office is involved with the firm does not make *you* involved with the firm. But if you have ANYTHING to do with the firm, then you should assume that the rule applies. For example, if you sign any documents, such as a purchase order or contract, involving the firm, then you are personally involved with the firm.

**HEADHUNTERS:** If you use a headhunter, the same rules apply. So if you are not allowed to talk to a firm or send it your resume because you are dealing with the firm in your City job, then your headhunter may NOT talk to the firm on your behalf or send it your resume.

**OTHER GOVERNMENTS:** The rule does NOT apply to other government agencies, such as New York State or the federal government. So, for example, if your City job requires you to work with a state agency on a project, you may still seek a job with that state agency.

**WHAT TO DO:** If you are involved with a firm and you want to approach them about a job, you MUST either:

- (1) *First* have your supervisor remove you from dealing with that firm; or
- (2) Wait until your work with the firm is over.

If the firm approaches you, tell them you cannot talk to them – and then, if you are interested, get yourself taken off the matter or wait until it is over.

**OTHER RESTRICTIONS:** Before you take a new job, make sure your new employer knows that after you leave City service you (1) cannot communicate with your old agency for one year after you leave it; (2) can NEVER work on a matter that you worked on personally and substantially in City service; and (3) cannot reveal or use confidential City information.

**PENALTIES:** If you violate these rules, the Conflicts of Interest Board may fine you up to \$25,000 per violation. So if you have any doubts, get advice.

**WHERE TO GET ADVICE:** Contact your agency counsel or call the Conflicts of Interest Board at 212-442-1400. All calls to the Board are confidential, and you may call anonymously.

**FOR MORE INFORMATION:** Visit the Board's web site at [www.nyc.gov/ethics](http://www.nyc.gov/ethics).