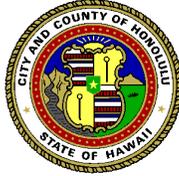


ETHICS COMMISSION
CITY AND COUNTY OF HONOLULU

715 SOUTH KING STREET, SUITE 211, HONOLULU, HAWAII 96813-3091
Phone: (808) 768-7786 · Fax: (808) 768-7768 · EMAIL: ethics@honolulu.gov
Internet: www.honolulu.gov/ethics

KIRK CALDWELL
MAYOR



CHARLES W. TOTTO
EXECUTIVE DIRECTOR & LEGAL COUNSEL

ETHICS CHECKLIST REFRESHER

This flyer lists restrictions contained in the City Ethics Code for City officials, employees and board and commission members. Please review this list and contact the Honolulu Ethics Commission for advice whenever needed. Though the list is intended to be comprehensive, it is not a substitute for Commission advice. Our staff should be contacted if there are any questions regarding the scope of the following restrictions.

- ✓ **Gifts:** Do not accept or solicit a gift unless you are sure that it is allowed under the City Ethics Code, RCH Sec. 11-102.1(a) and ROH Secs. 3-8.7 and 3-8.8.
- ✓ **City Resources:** Do not use City funds, work time, equipment (computers, e-mail, etc.), facilities, personnel, the City seal, office supplies or other City resources for anyone's personal or private benefit or political campaigning. RCH Sec. 11-104.
- ✓ **Favoritism; Preferential Treatment:** Do not use, or attempt to use, your official position to give yourself or anyone any preferential treatment or unwarranted advantage. RCH Sec. 11-104.
- ✓ **Financial Transactions with Subordinates:** Do not engage in substantial financial transactions with persons you supervise, or persons or businesses you regulate, inspect or license. Check with our office as to the meaning of "substantial," as the application of the term may be different depending on the circumstances. RCH Sec. 11-104.
- ✓ **Conflict of Interests:** Do not take official action in your City duties if the action could affect (1) your personal interest or the personal interest of a close friend or family member; (2) a business or undertaking in which you, your spouse or dependent child have a financial interest; or (3) an undertaking in which you, in your private capacity, represent a person or business. RCH Sec. 11-102.1(c) and ROH Sec. 3-8.2.

- ✓ **Confidential Information:** Do not disclose or use confidential information for your or anyone’s personal benefit. RCH Sec. 11-102.1(b).
- ✓ **Supplemental Compensation:** Do not accept extra pay or anything of value for carrying out your official City duties, unless provided for by law. RCH Sec. 11-102.1(d).
- ✓ **Acquiring New Employment or Financial Interests:** Do not accept new employment or new financial interests without checking with our office, where the business or undertaking you will work for or have a financial interest in may be subject to official action by you. RCH Sec. 11-102.1(c), ROH Sec. 3-8.2.
- ✓ **Appearing Before City Agencies:** Do not appear before any City agency on behalf of private interests, unless permitted by law. RCH Sec. 11-102.1(e), ROH Sec. 3-8.2.
- ✓ **Representing Interests Against the City:** Do not represent any private interest against the interests of the City. RCH Sec. 11-102.1(e).
- ✓ **City Contracts:** If you contract with the City, or have a significant interest in a company that contracts with the City, the contract must be the result of competitive bidding.
- ✓ **Post Employment:** After leaving your City position: (1) do not disclose confidential information or use such information for your, or anyone’s, personal benefit; (2) for one year, do not appear before any city agency or department regarding matters you have participated in officially. RCH Sec. 11-105, ROH Sec. 3-8.3.
- ✓ **Financial Interests Disclosure Statement:** File this statement at the appropriate times if required by the position you hold in City government. ROH Sec. 3-8.4.
- ✓ **Conflict of Interest Disclosure:** File this statement with the Commission and your appointing authority any time a conflict of interest arises. RCH Sec. 11-103.

Honolulu Ethics Commission

715 South King Street, Suite 211, Honolulu, Hawaii 96813-3091

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“We hold the public’s trust.”