

## The Alaska Executive Branch Ethics Act – Quick Reference<sup>1</sup>

- **Official Action** - Before you act, consider whether you or an Immediate Family Member have a personal or financial interest in the matter. If so, don't take, recommend, or withhold action, or coerce a subordinate's action in such a matter.
- **Misuse of Position** - Don't use your position for personal gain, or grant unwarranted benefits to anyone. Don't seek money, services, employment, or contracts through your job.
- **Abuse of Subordinates** - Remember that your subordinates work for the University and have specific jobs – don't ask them to do things for your private benefit.
- **Misuse of Resources** - Don't use state time, property, equipment, or other facilities to benefit personal or financial interests.
- **Partisan Politics** – Partisan politics have no place in the office. Don't use any University resource for a partisan political purpose.
- **Use of Information** - Don't use non-public information to obtain any benefit for you or an immediate family member. Remember that to be public, information must be broadly disseminated, not just available.
- **Gifts** - Don't accept gifts that might be intended to influence your actions, and disclose all gifts of more than \$150.
- **Outside Employment And Activities** - Refrain from incompatible outside activities or employment. Disclose all outside activities as they arise, and every July 1.
- **University Grants Contracts, Leases, Or Loans** - Neither you nor your Immediate Family Members may seek interests in University grants contracts, leases, or loans if you can take or withhold action on them.
- **Disclose before you Act** – The Act requires that you refrain from acting when there is **potential** for a violation. When in doubt, seek guidance.
- **Representation** – The Act places limits on when you can represent 3<sup>rd</sup> parties on matters coming before your agency.
- **Post Employment Limitations** – for two years after you leave employment you may not represent, advise, or assist on matters in which you participated.

**"Immediate Family Member"** means spouse, cohabitant, child, parent, sibling, grandparent, aunt, or uncle of the person, and parent or sibling of the person's spouse.

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<sup>1</sup> Rev. February 2005. This is not intended to be an exhaustive or authoritative statement of the requirements of the ACT. The law governs and can be found at AS 39.52. and 9 AAC 52. Helpful websites include: [http://www.alaska.edu/hr/forms/hr\\_ethicsforms.xml](http://www.alaska.edu/hr/forms/hr_ethicsforms.xml) & <http://www.law.state.ak.us/doclibrary/ethics.html>