

## DEPARTMENT OF PERSONNEL

### CODE OF ETHICS

The Uniform Ethics Code promulgated by the State Ethics Commission (“Commission”) pursuant to the New Jersey Conflicts of Interest Law, *N.J.S.A. 52:13D-12 et seq.*, shall be the primary code of ethics for the Department of Personnel’s employees and Special State Officers. In accordance with *N.J.S.A. 52:13D-23(a)(1)*, the State Ethics Commission has approved this supplement to the Uniform Ethics Code to govern the conduct of the Department of Personnel’s employees and Special State Officers.

#### I. ACCEPTANCE OF GIFTS

1. Instructors at the Human Resource Development Institute shall not accept gifts from members of a class.
2. Employees shall not accept “safe driver” or similar cards which are distributed by police organizations to individuals or groups of employees in their capacity as state employees.

#### II. ACCESS TO INFORMATION

1. Employees may not divulge information to any person who would not have access to such information in the course of their official duties. It is the responsibility of the employee to find out whether the information requested is public information (which must be released on appropriate request) or whether the information is confidential. Confidential information includes such things as:
  - Providing information on examination questions to applicants.
  - Providing personnel information on any employee to any other employee who does not need such information to perform his or her assigned job duties.
  - Releasing test results prior to the issue date.
2. Employees may not use information they obtain in the course of doing their job for unauthorized purposes.