

INTRODUCTION TO ETHICS

**ADF'S EMPLOYEES,
CONTRACTORS, AND
PARTNERS ARE STEWARDS
OF PUBLIC FUNDS. WHAT
ARE THE ETHICAL
IMPLICATIONS?**

AS A STEWARD OF PUBLIC FUNDS...

- YOU MUST ABIDE BY HIGH STANDARDS OF ETHICAL CONDUCT
- YOU MUST AVOID CONDUCT THAT GIVES EVEN THE APPEARANCE OF UNETHICAL BEHAVIOR
- SOMETIMES THIS MEANS REFRAINING FROM CONDUCT THAT IS SOCIALLY ACCEPTABLE OR EXPECTED IN CERTAIN CULTURES

WHAT IS A GIFT?

ANYTHING OF MONETARY VALUE, INCLUDING:

GRATUITIES

FAVORS

DISCOUNTS

ENTERTAINMENT

HOSPITALITY

LOANS

FORGIVENESS OF A LOAN

SERVICES

WHAT IS A GIFT (continued)

TRAINING
TRANSPORTATION
TRAVEL
MEALS
LODGING

BUT NEVER

CASH
INVESTMENT INTERESTS

ACCEPTING GIFTS

GIFT GIVING IS A TIME HONORED TRADITION IN AFRICA, AS IT IS IN THE UNITED STATES. HOWEVER, IN YOUR ROLE AS A STEWARD OF PUBLIC FUNDS, YOU MUST DISTINGUISH BETWEEN OFFERS OF...

GIFTS INTENDED TO INFLUENCE YOUR DECISIONS RELATED TO USADF'S PROGRAMS OR GIFTS THAT WOULD GIVE THE APPEARANCE OF INFLUENCE

VS.

GIFTS BASED SOLELY ON GENEROSITY AND FRIENDSHIP

FOUR CASE STUDY EXAMPLES

GIVING GIFTS

YOU MAY NOT GIVE A GIFT TO:

- YOUR OFFICIAL SUPERIOR
- A CO-WORKER WHO EARNS MORE THAN YOU

EXCEPTIONS:

- GIFTS WORTH \$10 OR LESS ON SPECIAL OCCASSIONS WHEN GIVING IS TRADITIONAL, SUCH AS BIRTHDAYS OR HOLIDAYS
- HOSPITALITY GIFTS SUCH AS CANDY AND FLOWERS
- GIFTS WORTH \$10 OR LESS ON SPECIAL INFREQUENT OCASSIONS, SUCH AS THE BIRTH OF A CHILD
- VOLUNTARY CONTRIBUTIONS FOR A GROUP GIFT

WHAT IS A CONFLICT OF INTEREST?

ANY SITUATION IN WHICH PERFORMANCE OF YOUR OFFICIAL DUTIES MAY PRODUCE A PRIVATE GAIN FOR YOU OR SOMEONE WITH WHOM YOU MAY SHARE A FINANCIAL INTEREST, SUCH AS YOUR:

- SPOUSE
- CHILDREN
- RELATIVES
- FRIENDS
- BUSINESS ASSOCIATES AND PARTNERS

FOUR CASE STUDY EXAMPLES

PARTIALITY

IF YOU APPEAR TO PROVIDE PREFERENTIAL TREATMENT TO A FRIEND, RELATIVE OR ASSOCIATE WITH THE INTENTION OF EFFECTING PRIVATE GAIN, THEN YOU ARE VIOLATING THE PRINCIPLE OF IMPARTIALITY IN THE PERFORMANCE OF YOUR DUTIES

TWO CASE STUDY EXAMPLES

MISUSE OF OFFICIAL POSITION

- WHEN YOU USE YOUR PUBLIC POSITION TO INDUCE OR COERCE BENEFITS FROM SOMEONE
- OR YOU FALSELY GIVE THE APPEARANCE OF GOVERNMENT SANCTION OR ENDORSEMENT
- OR WHEN YOU USE YOUR POSITION TO EFFECT A PRIVATE GAIN
- OR WHEN YOU USE GOVERNMENT PROPERTY FOR UNAUTHORIZED PURPOSES
- OR WHEN YOU USE CONFIDENTIAL INFORMATION FOR PRIVATE GAIN

FOUR CASE STUDY EXAMPLES