

BUSH-CHENEY TRANSITION**TRANSITION CODE OF ETHICAL CONDUCT**

As a condition of being permitted to serve as a member of the transition of the President-elect, I agree to abide by the following requirements:

1. I will disqualify myself from involvement in any particular transition matter which to my knowledge may directly conflict or appear to conflict with a financial interest of mine, my spouse, minor child, partner, client or other individual or organization with which I have a business or close personal relationship.
2. I will not solicit or accept any money or things of value in exchange for a promise to support or use influence on behalf of any person who is a candidate for any appointive office or place in the United States Government.
3. I understand that in my transition-related activities, unless given specific authorization, I am not permitted to make any representations on behalf of President-elect Bush or Vice President-elect Cheney, their designees, or any official of the transition.
4. I understand that authorization is required from the transition Chairman, Executive Director or a designee of one of them before seeking, on behalf of the transition, access to any non-public information.
5. I will hold in confidence any non-public information provided to me in the course of my duties with the transition and ensure that such information is used exclusively for purposes of the transition.
6. I will not use or permit to be used any non-public information, in any manner, for any private gain for myself or any other party, at any time during or after the transition.
7. For six (6) months after the transition, I will not represent, with or without compensation, any person before an agency in any particular matter involving a specific party or parties as to which I obtained government information not then available to the public and not made public prior to the request for advice or representation.
8. I will conserve and protect any federal property entrusted to me, and shall not use federal property, including equipment and supplies, other than for purposes directly related to transition activities.
9. I understand that my commitment to abide by these requirements may be made public and that this document will be made available to any department or agency to which I may be assigned. I will seek guidance from the Counsel to the President-elect, or designated agency ethics officials, as appropriate, if necessary to ensure compliance with these standards of conduct. I furthermore acknowledge that failure to comply with the above provisions may result in my dismissal from the transition and that other sanctions may be imposed as appropriate.

Signature

Date

Name and Address:

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Transition Gift Policy

Although the federal gift regulations do not apply to transition staff (except for detailees from government departments or agencies), acceptance of gifts by transition staff may be improper or give the appearance of impropriety in certain circumstances.

The transition therefore has adopted the following rules regarding the receipt of gifts by transition employees and volunteers. The term "gift" means anything of value, including presents, entertainment, meals, loans, discounts, cash, and other gratuities that are obtained by transition staff on terms not generally available to the public.

1. Prohibited Sources: You and your immediate family members may not accept a gift from:
 - a. Anyone who is seeking a job with the federal government. The transition Code of Ethical Conduct, and federal law, specifically prohibit you from receiving anything of value in return for a promise to support or use influence in obtaining an appointive office for any person.
 - b. A federal employee in any agency or department within the scope of your transition responsibilities.
 - c. Any person or organization that conducts activities regulated by or has a matter pending before an agency or department within the scope of your transition responsibilities.
 - d. Any person or organization under circumstances where it may reasonably appear that the gift is being given in order to influence your decisions, advice, recommendations or actions as a transition staff member.
2. Acceptable Gifts: You may, of course, accept gifts from family members, or gifts from close personal friends that are unrelated to your transition activities (i.e., from people with whom you have exchanged gifts before). You also may accept unsolicited gifts worth \$20 or less (other than cash or securities) from non-prohibited sources so long as the aggregate value of gifts you receive from any one person or organization does not exceed \$50. Please contact the Transition Counsel's Office if you have any questions regarding whether a particular gift is acceptable or not.
3. Disposition of Prohibited Gifts: If you receive a gift that cannot properly be accepted you must return it to the donor or pay its fair market value. If it is not practical to return the gift (for example, because it is a perishable fruit or cheese basket), you may, at the discretion of your supervisor on the transition, share the gift with the transition office or give the gift to charity.