

KERRY-EDWARDS
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, family member, 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 Kerry or Vice President-elect Edwards, their designees, or any official or the transition.

4. I understand that authorization is required from _____ or a designee of one of them before seeking, on behalf of the transition, access to any non-public information or personnel not normally publicly available.

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. During my service with the transition, I will not communicate with or appear before, with the intent to influence, any federal agency with respect to which I have substantial responsibility during the transition, on behalf of any other person or entity (except federal, state, or local government entities). I will promptly cause my firm or organization to establish reasonable procedures to assure that I will not participate in any undertaking with respect to which I am affected by this provision.

8. I will conserve and protect any federal property entrusted to me, and shall not use federal property, including motor vehicles or other forms of transportation,

stationery, printing, equipment and supplies, other than for purposes directly related to transition activities.

9. Neither I nor any member of my immediate family will accept a gift from:

- a. anyone who is seeking a job with the federal government;
- b. a federal employee in any agency or department within the scope of my 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 my transition responsibilities; or
- d. any person or organization under circumstances where it may reasonably appear that the gift is being given in order to influence my decisions, advice, recommendations or actions as a transition staff member.

10. Other than gifts from family members, or gifts from close personal friends who are unrelated to my transition activities (i.e., from people with whom I have exchanged gifts before), I will not accept:

- a. any gift from a person or organization described in 9(a)-(d) above;
- b. cash or securities;
- c. an unsolicited gift worth more than \$20, or
- d. gifts with an aggregate worth in excess of \$50 from the same person or organization, even if no gift's individual worth exceeds \$20.

If I receive a gift that cannot properly be accepted, I will 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), I will obtain the approval of my supervisor on the transition before I share the gift with the transition office or give the gift to charity.

11. I will not represent, aid or advise a foreign government or foreign political party.

12. 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:

