

MURIEL BOWSER MAYORAL TRANSITION TEAM CODE OF ETHICS

I. PURPOSE, POLICY, AND SCOPE

The purpose of this code of ethics is to ensure that the leadership, staff of, and those volunteering their time to, the Bowser Mayoral Transition Team adhere to the strictest principles of fairness and integrity. All members of the Bowser team, including paid staff and volunteers at all levels and in all positions, owe a duty of loyalty to the team and to the citizens of the District of Columbia. That duty requires that during their service on the Bowser team they act, not in their personal interest or in the interest of others, but solely in the interest of the team and of the District of Columbia. Team members are accountable to the Bowser team and the District of Columbia; their loyalty when acting on behalf of the team shall not be divided, and they may not use their positions as Bowser team members to gain personally or to benefit others at the expense of the team or the District.

II. BASIC DUTIES

Team members are expected to act in the best interests of the Bowser team in carrying out their duties and shall not knowingly engage in conduct that would violate, District or federal law or the standards of this code, or bring discredit upon the team. Regardless of whether specifically prohibited by this code, Bowser team members must endeavor to avoid conflicts of interest or even the appearance of conflicts of interests, refrain from using their position as a team member for private gain, protect confidential information, refrain from giving preferential treatment to any person or entity, avoid compromising independence or impartiality, refrain from making team decisions outside of official channels, and avoid any other action that is likely to adversely affect the confidence of the citizens of the District of Columbia in the integrity of the Bowser team.

III. ETHICS OFFICER

The Bowser team's General Counsel shall serve as the team's Ethics Officer. The Ethics Officer shall provide advice and guidance to the Transition Director and to team members on the interpretation and implementation of this code and the laws of the District of Columbia, and shall provide training on issues related to the code as needed.

IV. PROHIBITED CONFLICTS

Bowser team members shall not participate in an issue or decision of the team which involves a person or entity with whom or which the team member or his or her immediate family has a substantial financial interest in a party who or which has a contract with, or is seeking a contract with, the team, and through which the team member or the interested party may realize a reasonably foreseeable benefit or detriment as a result of that decision of the team. Nor may team members participate in an issue or decision of the team where the team member, or member of the team member's immediate family, has any other personal interest of which the team member is aware that could reasonably appear to conflict with the fair and objective performance of the team member's official duties.

V. PROPER USE OF TEAM POSITION

Team members shall not use their position with the Bowser team for their own personal financial gain, or for the private financial gain of friends, relatives, or individuals, or entities with which they are affiliated, including nonprofit organizations of which they are officers or members, or with which they have or are seeking employment or business relations. Without the explicit authority of the Transition Director, team members shall refrain from referencing their title or position as team members on social media throughout their service as members of the Bowser team.

VI. CONFIDENTIAL INFORMATION

Team members shall not engage in financial transactions using non-public, proprietary, sensitive, or confidential information of the Bowser team, allow or cause the improper use of such information to further any private interest, or allow or cause such information to be disclosed to unauthorized persons, or in advance of the time prescribed for its authorized disclosure, except where required by law. Team members may be presented with non-public government reports and data and shall hold that information in confidence and will use it only for purposes defined by the team.

VII. GIFTS

Bowser team members (including members of the team member's immediate family) shall not solicit or accept a gift, regardless of its value, from a person or entity which has, or is seeking, a contract with the team, or is seeking to influence a policy of the team (except if done so with the Transition Director's approval and for a gift not to, or for the benefit of, the team member, but rather to, and for the benefit of, the team, or if the gift is given in the context of a bona fide personal relationship). Gifts include the provision of food and/or beverages.

VIII. RELATIONSHIP TO LAW

This code of ethics is provided as a general summation of policy and applicable federal and District laws, but is not intended to capture all such laws nor does it exclude any prevailing law governing the activities of the team.

IX. CERTIFICATION

AS A BOWSER TEAM MEMBER I HAVE READ AND AGREE TO STRICTLY ABIDE BY THIS CODE AND I CERTIFY AND SWEAR OR AFFIRM TO THE BEST OF MY KNOWLEDGE THE FOLLOWING:

1. I have not directly or indirectly received government funds through illegal or improper means.
2. I am in full compliance with tax laws and obligations of all federal, state, and local governmental bodies.
3. I have not been offered or accepted any bribes.
4. I have not raised or received funds in violation of federal or District law.
5. I agree to notify the Bowser team if, during the course of my relationship with the team, anything to which I have certified herein changes.