



FACT SHEET

CMS Ethics Guide for Employees

DESCRIPTION

The Ethics Guide is a pocket-size desk reference that provides brief guidance on a number of ethics-related topics, with links and contacts for additional information. Topics include but are not limited to gifts, travel, outside activities, political activity, seeking employment, and fundraising. The topics are color-coded so employees can easily find the information they need at a glance.

PURPOSE

The main purpose of the Ethics Guide is to proactively educate CMS employees about potential conflicts before they occur. The Guide packs fourteen of the most oft-cited ethics rules into a small and easily understood package. The Guide can be easily distributed to all employees and is small enough to sit on their desks for quick and easy reference. The Guide can be in plain view at all times. The Guide was also designed to reduce the significant volume of calls to the ethics office for information on the most common ethics concerns, enabling employees to familiarize themselves with the guidance and call only if further information is needed or specific circumstances warrant.

PRODUCT ADAPTABILITY

The Guide is very easily transferable to other Agencies. The topics selected for the CMS Guide are pertinent to the issues CMS faces on a regular basis, but any agency can pick and choose the topics most relevant to them. The Guide was drafted in Microsoft word, designed by HHS graphics staff, and published in a PDF format.

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