

GUIDE FOR CUSTOMIZING

EDITING IN ADOBE

All of the images and text of *Ethical Service* and the *Standards of Conduct* and *Criminal Conflict* booklets can be edited using Adobe Acrobat Pro. For those who use Adobe Reader only, a fillable form version of *Ethical Service* is available and will allow you to make modest edits to that booklet.

To edit the booklets:

1. Open the document in Adobe Acrobat Pro.
2. When prompted to allow Adobe to display the document full screen, click *No*. (You may also wish to click the box to set this choice as your default for opening the document.)
3. Once open, select *Tools* from the bar on the top right corner of the screen.
4. Click on *Content Editing*. The menu of editing functions will appear. You can edit text and images, add text and other editorial functions.
5. Click on *Pages*. This menu of functions allows you to extract pages from and insert pages to the document.

AWARENESS • ENGAGEMENT • ACCOUNTABILITY

ETHICAL



SERVICE

GUIDE FOR
CUSTOMIZING

REQUIRED EDITS

At a minimum, each agency must provide the following customization:

Page 7

Our Commitment

Replace the placeholder with the name of your Department or Agency in the first paragraph and again under the Agency Ethics Program heading.

At the bottom of the page, replace the placeholder with information about your ethics program. You may also wish to provide a hyperlink to a separate document or location containing that information.

Page 22

Engagement

Replace the placeholder with contact information for ethics program staff. You may also wish to provide a hyperlink to a separate document or location containing that information.

ELECTIVE EDITS

Agencies are encouraged to customize *Ethical Service* to reflect their missions, visions and cultures.

Cover page and throughout the handbook

Branding

Incorporate official seals or other insignia.

Consider replacing any or all images with mission-related images from your agency.

Page 2

Welcome

Use this space for a message from your agency leadership.

Incorporate agency-specific messaging.

Page 3

Quotation

Use a quotation that directly relates to your agency culture or mission.

ELECTIVE EDITS

Page 4

Principles and Standards

For those agencies that have their own “Core Values”--

Insert an additional page, or replace this page with a similar statement of purpose.

Page 5

Table of Contents

Revise the headings and hyperlinks whenever you make revisions to the content.

Page 6

Our Commitment

Consider including a separate page for your agency mission and/or a page with a statement on “ethical culture” or “organizational values.”
See pages 6 and 7 of this Guide for a sample.

Page 16

Standards of Conduct

Insert an additional page for any agency supplemental standards of conduct; or

At the bottom of the page, insert a brief description of any supplemental regulations along with a hyperlink to a separate document or location containing those supplemental regulations.

ELECTIVE EDITS

Page 18

Criminal Conflict of Interest Laws

At the bottom of the page insert a brief description of any agency-specific statutory restrictions along with a hyperlink to a separate document or location containing those restrictions.

Page 26

Accountability

Hyperlink the text “*agency ethics program*” to a separate document or location containing that information.

Hyperlink the text “*Office of Inspector General*” to a separate document or location containing information about the Office of Inspector General for your agency, if applicable.

Hyperlink the text “*Office of Special Counsel*” to that office’s website, or to a separate document containing information about the Office of Special Counsel.

Page 27

Index of Resources

Replace the bracketed placeholders with the titles of additional resources and hyperlink the text to a document or location containing that information.

OUR MISSION

[Placeholder for agency program description.]

OUR VISION

To achieve, through honest and **ethical service**, a high level of public confidence in the integrity of the programs and operations of {agency/Department} and the executive branch of the United States Government.

PLACEHOLDER FOR AGENCY
HEAD QUOTE.

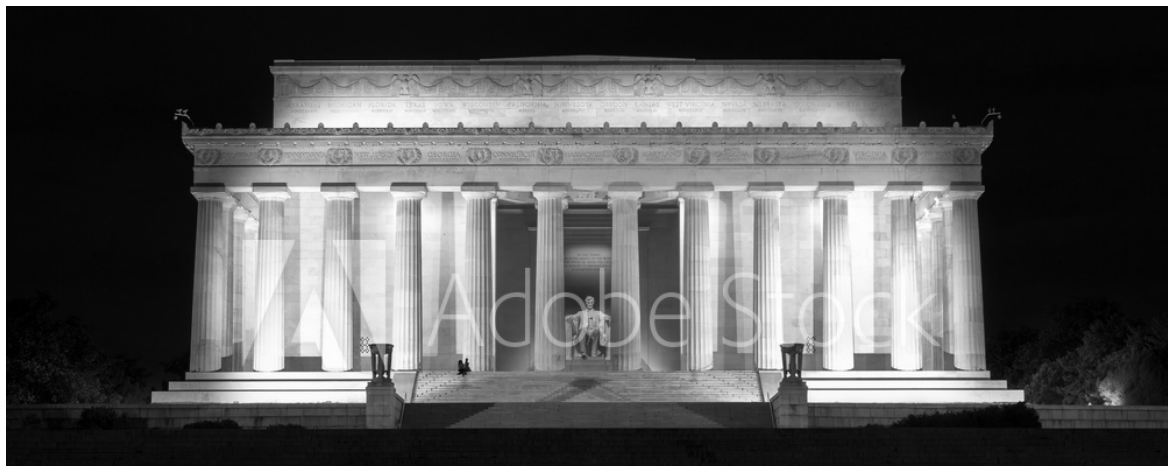
OUR COMMITMENT

ETHICAL CULTURE

We take seriously our responsibility to uphold the public trust and to affirmatively act to serve that trust. We maintain a culture that models and supports ethical behavior throughout all levels of the organization.

Our agency's leaders not only uphold the same values, and abide by the same principles, standards and laws that apply to all employees, but they are subject to even stricter rules designed to preserve the integrity of public service at the highest levels of decision-making authority.

Maintaining a culture of employee engagement is a process of continuous improvement, which demands the commitment of all officers and employees throughout our organization.



ACCOUNTABILITY

We recognize that conditions within our organization can have a strong impact on your own conduct and on the likelihood you will take action when you observe misconduct by others. Whistleblower retaliation will not be tolerated. More broadly, we recognize the importance of public service ethics in creating a safe workplace where you can proudly serve.

STANDARDS
OF
ETHICAL

CONDUCT

GUIDE FOR
CUSTOMIZING

ELECTIVE EDITS

Agencies are encouraged to tailor relevant sections of the *Standards of Ethical Conduct Summary* to reflect agency policies and the actual work their organizations perform.

Cover page and throughout the booklet

Images

Any or all images can be replaced with mission-related images from your agency.

Pages 7, 11, 15, 19, 23, 31

Examples

Examples can be revised to reflect the work being performed by your agency.

Page 6

Use of Government Position

Where applicable provide hyperlinks to agency policies, such as "personal use of time and equipment."

ELECTIVE EDITS

Page 18

Seeking Employment

Where applicable provide hyperlinks to agency prior approval policies.

Page 22

Outside Activities

Where applicable provide hyperlinks to agency prior approval policies.

Page 26

Gifts from Outside Sources

Agencies with supplemental gifts regulations may wish to add a reference at the bottom of the page and provide a hyperlink for additional information.

CRIMINAL CONFLICT
OF
INTEREST

LAWS

GUIDE FOR
CUSTOMIZING

ELECTIVE EDITS

Agencies are encouraged to tailor relevant sections of the *Criminal Conflict of Interest Laws Summary* to reflect agency policies and the actual work their organizations perform.

***Cover page and
throughout the
booklet***

Images

Any or all images can be replaced with mission-related images from your agency.

***Pages 7, 11, 15,
19, 23, 26***

Examples

Examples can be revised to reflect the work being performed by your agency.