



**STOCKTON**  
UNIVERSITY  
**PRINCIPLES OF ETHICAL CONDUCT**

The Plain Language Guide explains the ethics rules and laws found in the New Jersey Conflicts of Interest Law ([N.J.S.A. 52:13D-12 et seq.](#)) and in the rules of the [State Ethics Commission \(N.J.A.C. 19:61-1.1 et seq.\)](#). In addition to those laws and rules, you are also bound by the Uniform Ethics Code. You are responsible for knowing the laws and rules described in this guide, as well as the specific policies and procedures of your particular agency.

Information in the Guide derives from detailed statutes, regulations, and executive orders. However, there are simple principles that will guide you through the details.

- **Exploitation of Official Position.** You may not use your position to secure a job, contract, governmental approval or special benefit for yourself, a friend or family member.
- **Compensation for Official Duties.** Your paycheck is your only permitted compensation. You may not accept any other compensation for performing your job. You may not “moonlight” without the approval of your agency.
- **Gifts and Favors.** You may not accept any gift of more than nominal value (e.g., a tee-shirt or a pen) related in any way to your official duties.
- **Attendance at Events: Honoraria, Activities, and Expenses.** You may not be “wined and dined” by people with whom your agency conducts business. You may not accept honoraria. Official travel reimbursements require prior approval from your agency or the Ethics Commission. If a donor conducts business with your agency, it is unlikely that you may accept such payments.
- **Outside Employment, Business Interests and Political Activity.** You must disclose to your agency any outside employment, business interests and political activities and secure approval.
- **Conflicts of Interest.** You may not act in any matter in which you, your family, or your close friends have a direct or indirect personal or financial interest that might tend to conflict with the proper discharge of your official duties. Rather, you should recuse yourself and ask someone else to perform the State task.
- **Prior Business Relationships.** You may not have any involvement on official matters that involve any private sector individual or entity that employed you or did business with you during the one year prior to the commencement of your State employment.
- **Prohibition on Use of Confidential Information.** You may not accept employment or engage in any activity that may require or induce you to disclose confidential information acquired through your position.
- **Nepotism.** You may not hire, promote, or supervise a relative.
- **Post-Employment Lifetime Restrictions.** After you leave public employment, you may not represent or assist a person concerning a particular matter if you were substantially and directly involved in that particular matter while in State employ. Further, you may not use or disclose any information not generally available to members of the public, gained during the course of your employment.

**When in Doubt, Ask! If you think you have a conflict of interest or are unsure of any of these rules,** ask your [Ethics Liaison Officer](#), Office of Institutional Diversity and Equity (609) 652-4693 or the [Commission](#) (609) 292-1892. If you suspect any wrongdoing, report your suspicion. Complaints may be made anonymously to the Commission and are kept confidential.