CONTRACTOR EMPLOYEES IN THE FEDERAL WORKPLACE
PRACTICAL ADVICE FOR DEALING
WITH ETHICAL ISSUES

- Remember that contractor employees are NOT Federal employees and are not covered by the same rules.
- Don't require performance of "out of scope" work, personal services or "inherently Governmental functions" by contractor employees.
- Respect the employer-employee relationship between contractors and their employees.
- Contractor employees must be identified as such in the workplace (including their e-mail addresses), in meetings and other gatherings.
- Resolve any issues that arise from close personal relationships between contractor and Federal employees.
- Beware of gifts from contractor employees; don't accept without ethics counselor advice.
- Protect proprietary data, trade secrets, technical data packages, and Privacy Act and other nonpublic information.
- Where appropriate, identify and resolve contractor employee conflicts of interests the same way as for Federal employees.
- Avoid giving incumbent contractor unfair competitive advantage.
- Set the example – establish and maintain high ethical standards.

If you think there is an ethics issue contact a CNIC Ethics Counselor
(202) 433-4828