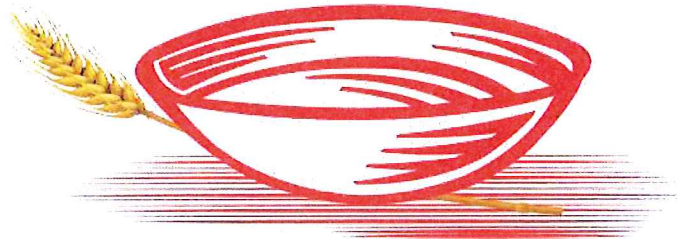




Feds Feeds Families Ethics Concerns (rev May 2017)

We must ensure that Feds Feed Families always remains a voluntary collection



feds feed families

Quick Tips...

- Don't personally solicit subordinates for donations; supervisors cannot be key workers
- Don't make inquiries regarding a specific employee's participation
- Don't develop contributor or non-contributor lists
- Don't publicize an employee's donation
- Don't establish 100% participation goals
- Don't use monetary awards to reward employee participation
- Don't offer prizes at events without consulting your agency ethics advisor first
- Don't use appropriated funds for prizes or monetary awards to employees
- Don't gamble on Federal Property – Gambling is defined as a game of chance where the participant risks something of value for the chance to win money or a prize
- Don't solicit outside parties by actively asking for donations
- Don't misuse Government time or resources--ensure management and your ethics office concur in the time spent on any special food collection events

You are following ethics rules if you...

- Encourage voluntary employee participation in the food drive
- Make information and donation collection materials available
- Post publicity materials and announce events
- Post food amounts collected in offices or organizations

Questions? Please talk to or email your component ethics office. For HQ components, you may email the DHS HQ Ethics office your question at ethicsoffice@hq.dhs.gov