

# ETHICS CODE PROVISIONS FOR THOSE LEAVING STATE SERVICE

*The State Code of Ethics contains several provisions regarding post-state employment. Prior to leaving employment with the University, all employees should review the following rules and, if necessary, seek guidance from the Office of State Ethics or the Office of Audit, Compliance & Ethics.*

- 1. You may never use confidential information for financial gain for yourself or any other person.**

This is a lifetime prohibition. “Confidential Information” is any information not generally available to the public. The information may be in any form (written, photographic, recorded, computerized, etc.) including orally transmitted information, e.g., conversations, negotiations, etc.

- 2. You may not represent anyone concerning any particular matter in which you personally and substantially participated while in state service in which the state has a substantial interest.**

This is a lifetime prohibition. The term “particular matter” must almost always be determined on a case by case basis. In general, this means that you may not switch sides on an issue.

- 3. You may not, for one year, represent anyone before your former agency for compensation.**

“Represent” includes any action which reveals the identity of the individual, e.g., a personal appearance, phone call, signature on a document, identification on a firm’s letterhead, etc.

- 4. If you participated substantially in the negotiation or award of a state contract valued at \$50,000 or more, you may not accept employment with a party to the contract for one year after leaving state service, if you resign within one year after the contract was signed.**

Substantial participation applies whenever the individual exercised discretionary authority at any level of the contract award process.

For questions regarding the above provisions, please contact:

Office of State Ethics  
18-20 Trinity St. Suite 205  
Hartford, CT 06106-1660  
Tel: 860-566-4472  
Fax: 860-566-3806

Office of Audit, Compliance & Ethics  
9 Walter’s Avenue, Unit 5084  
Storrs, CT 06269-5084  
Tel: 860-486-4526  
Fax: 860-486-4527