



NOTICE OF ETHICS REQUIREMENTS

BALTIMORE CITY BOARD OF ETHICS



Baltimore City Board of Ethics
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THE CITY'S PUBLIC ETHICS LAW

Applies to **all** Baltimore City officials and employees.

Ensures that you serve the public with impartiality and independence.

Contained in [Article 8 of the City Code](#).



THE ETHICS LAW PROHIBITS*:

CONFLICTS OF INTEREST

Taking actions in your City job that could benefit you, your family, or an entity you're affiliated with.

IMPROPER GIFTS

Asking for or accepting goods or services from a person or entity that does business with or is regulated by your agency, or that could benefit from your duties.

IMPROPER OUTSIDE EMPLOYMENT

Working another job or sitting on an outside board that could conflict with your City duties.

IMPROPER USE OF POSITION

Using your position to try to get something for yourself of someone else.

*Refer to [Article 8 of the City Code](#) or the Ethics Board's [website](#) for complete ethics requirements, including exceptions to these prohibitions.

ADDITIONAL ETHICS REQUIREMENTS



Use the guide below to determine which additional ethics requirements apply to you:

Financial Disclosure Statement

Does your position require you to file a financial disclosure statement?

Consult [§§ 7-7, 7-8 and 7-9](#) of the Ethics Law, speak with your HR representative, and/or contact the Ethics Board.

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If so, you must file a financial disclosure statement within 30 days of beginning employment, and then annually. Click [here](#) to begin.

Conflicts Affidavit and Ethics Training

Are you a City "official"?

Consult [§ 2-21](#) of the Ethics Law, speak with your HR representative, and/or contact the Ethics Board.

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If so, you must complete the following within 6 months of beginning employment:

- **Conflicts Affidavit**

You are required to complete an affidavit attesting that you understand the Ethics Law's Conflict of Interest provisions and are not in violation of them. Click [here](#) for the form.

- **Ethics Training**

You must take an Ethics Training provided by the Ethics Board. Click [here](#) to sign up for a training.



NOTICE OF ETHICS REQUIREMENTS ACKNOWLEDGEMENT FORM

The Ethics Law requires you as a new City official or employee to sign this form. After signing, it must be returned to your agency's HR representative and to the Ethics Board.

By signing, you acknowledge the following:

- I have received the Ethics Board's Notice of Ethics Requirements.
- As a City employee or official, I understand that the Ethics Law applies to me and that I will contact the Ethics Board if I have questions about the law.
- I understand that I *may* be required to file a financial disclosure statement; if so, I will file my statement timely.*
- I understand that I *may* be required to take an Ethics Training and sign a conflicts affidavit; if so, I will complete these requirements timely.*

Signature

Date

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I hereby acknowledge that my typed name above shall serve as an electronic signature.

RECEIPT BY AGENCY

Agency Head/Designee

Date

RECEIPT BY ETHICS BOARD

Ethics Board Staff

Date

**Please contact your HR representative or contact the Ethics Board to determine if these requirements apply to you.*