

# Work or volunteer outside of the office?

## Guidelines for outside employment/professional activities

As a state officer, state employee or special state appointee you may not engage in any outside employment or a professional activity (including volunteer work and service on a corporate board) that would require you to disclose confidential information or that would conflict with or negatively affect your ability to perform your official state duties.

Any activities related to an outside employment or professional activity opportunity must comply with all rules in the Code of Ethics and state workers should be especially mindful of the following rules if engaging in such activities.


- **Outside employment (IC 4-2-6-5.5):** Make sure your responsibilities for your outside position do not conflict with your state duties or would require you to disclose confidential information; do not use your state position to gain unfair advantages for yourself; the State Ethics Commission can approve a second position through a formal advisory opinion if you would like a public written statement on the matter.
- **Use of state property (IC 4-2-6-17):** Do not use any state property when working your second job/volunteering.
- **Ghost employment (42 IAC 1-5-13):** Do not complete any work for your outside position during your state working hours.
- **Confidential information (42 IAC 1-5-10, 11):** Do not benefit from or divulge any confidential information you gained as a state worker.
- **Conflict of interests; decisions and votes (IC 4-2-6-9):** Do not participate in any votes or decisions, or related matters, in your state position that could financially impact your outside employer; you must file the [conflict of interests; decisions and votes disclosure form](#) and notify your agency (Ethics Officer and agency head) if you identify any potential conflicts.
- **Conflict of interests; contracts (IC 4-2-6-10.5):** If your outside work involves a contract with the State, make sure you do not have contracting responsibility for the contracting agency and that you file the [conflict of interests; contracts disclosure form](#) before entering into the contract.


Please keep in mind that your agency may have its own policy regarding outside activities that is more restrictive than the Code of Ethics.


### **BOTTOM LINE**

Before you accept a second job or volunteer opportunity:

- ✓ Review the Code of Ethics, especially the rules above
- ✓ Check with your Ethics Officer regarding any applicable agency policies
- ✓ Request a confidential informal advisory opinion from the OIG if you have questions or concerns about how the rules would apply to your specific opportunity

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