



“The people of Hawaii believe that public officers and employees must exhibit the highest standards of ethical conduct and that these standards come from the personal integrity of each individual in government.”

— Hawaii State Constitution, Art. XIV

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The High Road

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Special Session Lobbying Reports Due October 2, 2017



Lobbying expenditures and contributions reports for the First Special Session of 2017 (convened on August 28, 2017, and adjourned on September 1, 2017) must be filed with the State Ethics Commission by October 2, 2017.

Who must file: Reports must be filed by the following persons, but only if they engaged in lobbying activities on matters considered during the Special Session: (1) lobbyists; (2) individuals and organizations who spent \$1,000 or more from May 1, 2017 through September 1, 2017 for the purpose of lobbying; and (3) individuals and organizations who employed or contracted for the services of a lobbyist. Lobbyists and other persons who did not lobby or engage in lobbying activities on matters considered during the Special Session are not required to file a Special Session report.

Period covered by the reports: Reports for the Special Session must include lobbying expenditures and contributions for the period beginning May 1, 2017 through September 1, 2017.

What must be reported: Only expenditures and contributions that relate to matters considered during the Special Session must be reported.

Forms and Instructions: Report forms and instructions are available on the Commission's website at http://ethics.hawaii.gov/lobbying_forms/. If you have any questions about the reporting requirements for the Special Session, contact the Commission's office at (808) 587-0460.

We're Here to Take Your Call

“But nobody told me this before!” When we hear this comment from a state employee, it usually signals that something has gone wrong. Perhaps the employee accepted a prohibited gift that violated the gifts law, or approved a permit application that is now being questioned because the employee had a conflict of interest. Whatever the case may be, ethics problems can always be avoided if employees seek timely guidance from the State Ethics Commission.

The process is simple – just call or email the Commission's office to request ethics guidance. You can reach us at **(808) 587-0460** or ethics@hawaiiethics.org. We have an attorney of the day ready to take your call or respond to your email. Don't hesitate to contact us, whether you have a general ethics question, would like guidance about a particular situation, or wish to report a possible ethics violation.

“Good thing I called!” When we hear this comment from a state employee, it always signals that something has gone right!

Ethics Reminders for State Procurement Personnel

If you award contracts for your state agency or have other duties relating to the procurement of goods and services, remember that in addition to the State's procurement laws, you must also comply with the State Ethics Code, Chapter 84, Hawaii Revised Statutes. Whether you are ordering office supplies on a state price list or soliciting bids for a construction contract, the State Ethics Code requires you to uphold the standards of ethical conduct that apply to all state employees. Here are a few ethics reminders for state procurement personnel:

Conflicts of Interests. Do not take state action affecting any business, including a vendor or contractor, if you or your spouse have a financial interest in the business. A "financial interest" includes, among other things: (1) owning a business (this includes owning stock in a business); (2) being employed by a business; and (3) serving as an officer or director of a business. For example, if your spouse is employed by a business that is seeking a contract from your agency, you must disqualify yourself from making any decisions or recommendations affecting the business.

Gifts. Do not accept any gifts from vendors or contractors who do business or are seeking to do business with your agency. Vendors sometimes bring sushi, manapua, pastries or other treats to state offices, or offer to buy lunch when meeting with their state clients. These gifts are prohibited and should be declined by state procurement personnel. Vendors also sometimes send holiday gifts and gift baskets to their state clients, or invite their state clients to holiday parties featuring food and drinks, entertainment, and in some cases, door prizes. Again, these are prohibited gifts and should be declined.



Fair Treatment. Do not give preferential treatment or unwarranted advantages to any vendors, contractors, or other businesses. And do not use your state position when dealing with vendors or contractors to obtain special discounts or other personal benefits for yourself.

Confidential Information. Do not disclose any confidential information that you acquire in performing your state duties; do not use any confidential information to benefit anyone. For example, do not disclose confidential information to assist a business that is bidding on a contract to be awarded by your agency.

If you have any questions about how the State Ethics Code applies to you, please contact the State Ethics Commission's office at (808) 587-0460 or ethics@hawaiiethics.org.

Also for State Procurement Personnel in the next issue of *The High Road: State Contracts and the State Ethics Code*. Does your procurement checklist include the State Ethics Code's public notice requirement for non-bid contracts with state legislators or employees? It should. Read about this and more in our next issue of *The High Road* or call us for advice any time.

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“The purpose of this chapter is to . . . establish an ethics commission which will . . . render advisory opinions and enforce the provisions of this law so that public confidence in public servants will be preserved.”

***— Preamble,
Hawaii Re-
vised Statutes
Chapter 84
(State Ethics
Code)***

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Register for Ethics Training in October!

The State Ethics Commission will conduct general ethics training sessions for state employees on Maui and Oahu in October. The training will provide an overview of the state ethics laws that apply to all state employees. Topics will include conflicts of interests; gifts and gifts reporting requirements; confidential information; misuse of official position; and post-employment restrictions.

October training sessions for Maui and Oahu:

October 20, 2017 (10:00 a.m. – 11:30 a.m.)

University of Hawaii Maui College

Ka‘a‘ike Building, Room 105 BCD

310 W. Kaahumanu Avenue, Kahului

October 24, 2017 (9:30 a.m. – 11:00 a.m.)

Mission Memorial Auditorium

550 South King Street, Honolulu



To register for a class, go to the Commission’s website at <http://ethics.hawaii.gov/2017training/>.

Still Time to Register for September Ethics Training in Kona!

State employees on Hawaii island still have time to register for ethics training this month in Kona:

September 29, 2017 (10:00 a.m. – 11:30 a.m.)

Natural Energy Laboratory of Hawaii Authority (NELHA)

73-970 Makako Bay Drive, Room 119

Kailua-Kona

To register for this class, go to the Commission’s website at <http://ethics.hawaii.gov/2017-09-29kona/> or call the Commission’s office at (808) 587-0460.