



# HAWAII STATE ETHICS COMMISSION

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## ETHICS REMINDERS FOR EMPLOYEES AT STATE BASE YARDS AND REPAIR SHOPS

- 1. State facilities are for state work only.** Don't use the state shop or tools for personal projects or for a side job.
- 2. State tools, cars/trucks, and machinery are for state work only.** Don't borrow state equipment for personal projects.
- 3. Don't take state property home, even if your agency is getting rid of it.** For example, if your agency is disposing of a truck, don't take parts from the old truck home with you. Follow state procedures to dispose of state property.
- 4. Supervisors:** Don't hire subordinates for outside jobs, don't ask subordinates to help you with personal projects, and don't ask subordinates to fix your personal equipment. For example, don't ask a subordinate employee to repair your personal car or lawnmower, and don't hire a subordinate to paint your house – not even on the weekend.

**Questions?** If you have any questions or would like to request confidential guidance about a specific situation, contact the Hawaii State Ethics Commission at (808) 587-0460 or [ethics@hawaiiethics.org](mailto:ethics@hawaiiethics.org).