

NEW JERSEY STATE ETHICS COMMISSION

ETHICS COMPLIANCE REVIEW

AGENCY: _____ **DATE:** _____

DOCUMENT CHECKLIST

- _____ Organizational Chart
- _____ Information on Agency Mission/Activities
- _____ Agency Code of Ethics (latest version)
- _____ Ethics Commission Approval Letter – Code of Ethics
- _____ Agency Code of Ethics Receipts (3 randomly selected signed receipts)
- _____ Plain Language Ethics Guide Receipts (3 randomly selected signed receipts)
- _____ Uniform Code of Ethics Receipts (3 randomly selected signed receipts)
- _____ Outside Activity Questionnaire (3 randomly selected signed receipts)
- _____ Disciplinary Policy/Code (incorporating ethics rules)
- _____ Financial Disclosure List (current)
- _____ Attendance at Event Form (3 Completed signed copies)
- _____ Holiday Gift Reminder Memo (previous year)
- _____ ELO Gift Letters/Memo (samples)
- _____ Recusal Letters (filed)
- _____ Ethic’s Code Violation - Referral Letters (last 2 years)
- _____ Post Employment Reminder Letter to Employees Leaving State Service
- _____ E-mails or Memos Showing Distribution of Ethics Commission Newsletters, New Rules/Laws
- _____ Personal and Business Relationship Disclosure Forms (3 samples)
- _____ Ethics Commission Training (sign in sheet or 3 sample receipts)
- _____ ELO Advisory Letters/Memos (sample – 3)
- _____ Miscellaneous – Internal ethics office website (copy of website)
- _____ Evidence of Complaint Reporting Mechanisms (forms, website, hotline)