



### Prohibited Personnel Practices

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Prohibited personnel practices are those things a Federal employee with personnel authority may not do. These include:

1. Don't **DISCRIMINATE** on the basis of race, color, religion, sex, national origin, age, handicapping condition, marital status, or political affiliation.
2. Don't **SOLICIT** or **CONSIDER** any personnel recommendation or statement not based on personal knowledge or records of performance, ability, aptitude, general qualifications, character, loyalty, or suitability.
3. Don't **COERCE** an employee's political activity.
4. Don't **DECEIVE** or **OBSTRUCT** any person with respect to such person's right to compete for employment.
5. Don't **INFLUENCE** a person to withdraw from competition for the purpose of improving or injuring the prospects of another person for employment.
6. Don't **GRANT** any preference or advantage not authorized by law, regulation, or rule to any employee or applicant for the purpose of improving or injuring the prospects of another person for employment.
7. Don't **EMPLOY** or **ADVOCATE** a relative.
8. Don't **RETALIATE** against a whistleblower, whether an employee or an applicant.
9. Don't **RETALIATE** against employees or applicants who exercise their appeal rights, testify, or cooperate with an Inspector General or the Special Counsel, or refuse to break the law.
10. Don't **DISCRIMINATE** based on actions not adversely affecting performance.
11. Don't **VIOLATE** any law, rule, or regulation implementing or directly concerning the merit principles.
12. Don't **VIOLATE** veterans' preference by taking or failing to take a personnel action. (National Defense Authorization Act for FY97)