



# Prohibited Personnel Practices

By law, Federal employees authorized to take, direct others to take, recommend, or approve any personnel action **may not**:

- Discriminate
- Solicit or consider employment recommendations based on factors other than personal knowledge or records of job related abilities or characteristics
- Coerce the political activity of any person
- Deceive or willfully obstruct any person from competing for employment
- Influence any person to withdraw from job competition
- Give an unauthorized preference or advantage to improve or injure the prospects of any particular person for employment
- Engage in nepotism
- Take, fail to take, or threaten (to take or fail to take) a personnel action because of whistleblowing
- Take, fail to take, or threaten (to take or fail to take) a personnel action because of protected activity
- Discriminate based on personal conduct which does not adversely affect the performance of the employee or other employees
- Knowingly take or fail to take personnel action in the violation of veteran's preference laws
- Violate any law, rule or regulation implementing or directly concerning merit system principles
- Implement or enforce a nondisclosure agreement or policy lacking notification of whistleblower rights
- Access the medical record of an employee or applicant, as part of, or in furtherance of any of the above-listed prohibitions

**More information may be obtained from:**

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\*Hearing and Speech Disabled: Federal Relay Service 1-800-877-8339