



| CFDS REVIEW QUICK GUIDE | | |
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| WHY | HOW | WHEN |
| <p>The purpose of the CFDS Review is to IDENTIFY and REPORT:</p> <ul style="list-style-type: none"> ✚ Confidential filers who were designated but did not file ✚ Confidential filers who were designated but did not file <i>timely</i> ✚ Confidential filers who filed and reported potential conflicts of interests and/or other ethics violations | <p>For every CFDS filing you receive pay special attention to the following potential ethics issues:¹</p> <p>Questions 1-8 (regarding filers)</p> <ul style="list-style-type: none"> ✚ Questions 1, 2 and 7: look for COI and outside employment violations ✚ Questions 3, 4, and 6: look for COI violations ✚ Question 5: look for COI, impartiality, and preferential treatment violations ✚ Question 8: Look for COI and gifts violations <p>Questions 9-15 (regarding filers' spouses/partners/children) look for COI violations.</p> | <p>Review CFDS filings on a rolling basis in order to complete review by June 1st deadline:</p> <ul style="list-style-type: none"> ✚ May 16th is the latest date you should begin review of CFDS's ✚ June 1st is the due date for Ethics Counselors to complete their reviews of CFDS and submit findings to BEGA via Financial Disclosure Review Report |

¹ This Quick Guide is only meant to direct your attention to the most likely Code of Conduct violations. Ethics counselors should remain vigilant in their review to identify any and all violations that may be reported.