

Ethics/Conflict of Interest

All District employees are bound by Chapter 112 (Part III) of the Florida Statutes, known as the "Code of Ethics." As such, District employees may not use their jobs to obtain any special privileges or private gain for themselves or others.

In accordance with Florida law employees may not:

- Engage in outside employment that interferes with or impedes their job performance;
- Solicit or accept anything of value (including compensation, payment, gifts, loans, rewards, or promises of future employment) based upon any understanding or knowledge that such was given to influence their actions;
- Use their official position and/or District facilities, equipment, labor, or supplies to conduct outside activity or secure a special privilege, benefit, or exemption for themselves or another;
- Act in their public capacity to conduct business with and/or buy or rent goods, services or realty from any business entity in which the employee, a spouse or a child serves as an officer or has a material interest;
- Act in their private capacity to buy or rent goods, services or realty to the District;
- Own a significant financial interest in or accept offers to serve as an employee, business partner, or as a consultant to any business organization that does or seeks to do business with the District;
- Disclose or use information not available to the general public for the employee's own benefit and/or the benefit of others.

Also in accordance with Florida law, when dealing with any person or business that either does or seeks to do business with the District:

- a) An employee may never accept cash, or a gift (of any value), or knowingly permit his/her spouse, domestic partner, or minor child(ren) to accept cash or a gift of any value, if the employee knows, or with the exercise of reasonable care should know, it was intended to influence his/her action, decision, recommendation, analysis, or judgment in carrying out required duties on behalf of the District.
- b) An employee may accept a gift intended to be enjoyed by the employee him/herself, as long as its value does not exceed \$100.00 (e.g. dining invitations, entertainment venues, personal Holiday item).

- c) For any gift(s) that an employee receives valued between \$25.00 and \$100.00, s/he is required to complete the District's "Gift Disclosure Form" and promptly submit it to a Manager/Supervisor. If a group receives a gift to be shared between employees and the approximate value to each employee is \$25.00 or more, each employee is required to complete and submit this Form.

- d) If an employee is offered an individual gift (the value of which is reasonably believed to be in excess of \$100.00), it should politely be rejected. If the individual offering the gift is insistent, becomes offended, or leaves a gift in a way that it may not be returned, the employee must immediately turn in the gift to a Manager/Supervisor.

Employees are required to disclose any actual or potential conflicts or ethical concerns to the District Administrator in writing immediately upon becoming aware such an actual or potential conflict/ethical concern exists.