

Code of Ethics [From Employee Handbook]

All employees are subject to the Public Records Law and the Code of Ethics for Public Officers and Employees. Each employee receives a copy of the code upon initial hire and thereafter at the beginning of each calendar year. Employees are required to familiarize themselves with the provisions of the code.

1. *Conflict of Interest*

Employees must not engage in any activities, transactions, or relationships that are incompatible with the impartial, objective, and effective performance of their duties.

To alleviate potential conflict, CSC employees may not serve on the governing board of or have a business or employment relationship with any agency that is an applicant for or recipient of funding from the CSC without express approval from the CEO. No employee or his/her family members may receive services from any program in which the employee is responsible for making funding or monitoring recommendations. In instances where such relationships occur, the employee is expected to disassociate him/herself from work on these programs.

2. *Outside Activities*

With respect to outside employment and community activities, CSC must necessarily be concerned about how the activity affects the job performance of an employee and how the activity may reflect on CSC. CSC employees may be employed after hours or participate in community activities as long as:

- a. The outside activity will in no way interfere with the work responsibilities or overtime needs of CSC and the employee maintains an acceptable level of performance in his/her position with CSC;
- b. There is no conflict of interest; and
- c. The outside activity does not discredit or reflect negatively on CSC.

Exempt employees shall not receive compensatory time in addition to regular pay for presentations or consultations made as a representative of CSC.

Employees are reminded of the provisions of the Code of Ethics for Public Officers and Employees, Chapter 112.31, et.seq. Florida Statutes, which prohibits outside employment or contractual relationships with entities doing business with an employee's governmental employer. Copies of the Code of Ethics are available in the Human Resource Department in the event an employee has a question regarding any particular activity.

Only at the express direction of the CEO (OHD) or the employee's supervisor shall any employee be involved in any outside employment or community activity function as a representative of the CSC. Any employee who is not so designated shall make clear that any representations or opinions are of a personal nature and do not necessarily reflect those of the CSC.

3. *Receipt of Services*

If an employee or member of an employee's family is to receive, or is receiving, services from a CSC-funded provider or any agency that becomes or applies to become associated contractually in any way with CSC, the employee shall notify the DHR or the CEO of such services. In order to ensure that there is no conflict of interest, CSC may request the name and address of the agency or entity involved, the type of services being received, and by whom.

Under no circumstances shall a CSC employee request or receive special consideration for the prioritization of such services on the basis of their employment with CSC.