

2.1 Code of Ethics

(Amended March 26, 2013)

I. OBJECTIVE

The purpose of this policy is to prescribe a general code of conduct for employees, who shall maintain certain standards of conduct.

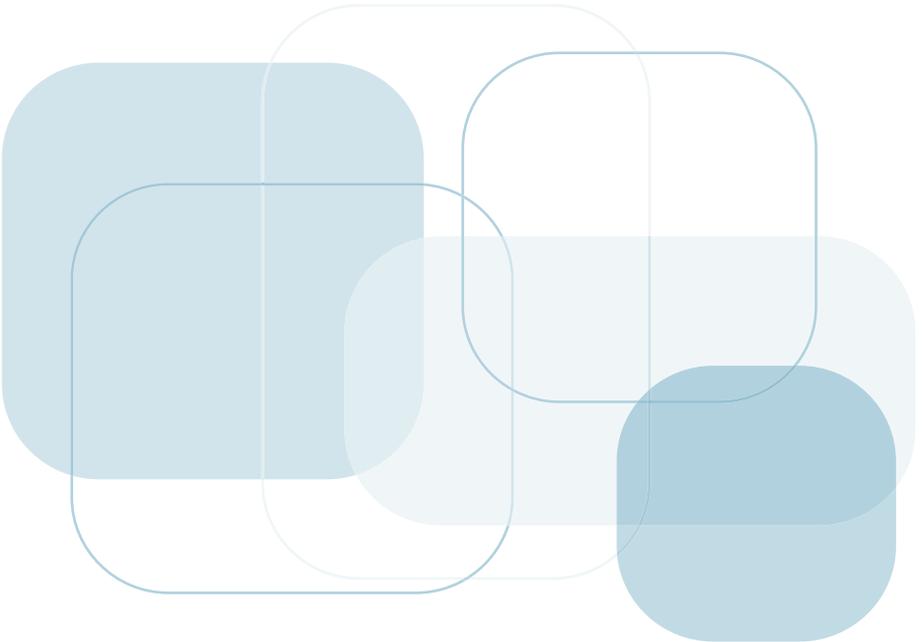
II. DIRECTIVES

A. Chapter 112, Part III, Florida Statutes, Code of Ethics, applies to all employees. While there are other key provisions under Chapter 112, Florida Statutes that apply to County employees, some of the provisions of the statute include but are not limited to the following and are summarized below.

1. Unauthorized Compensation: No employee, or his/her spouse or minor child shall accept any compensation, payment or thing of value when such employee knows, or with the exercise of reasonable care, should know that it was given to influence the vote or official action of such employee. (For reference, see Section 112.313(4), Florida Statutes)
2. Doing business with one's agency: No employee who is empowered with the authority to purchase on behalf of the County in an official capacity shall directly or indirectly purchase, rent, or lease any realty, goods or services for the County from a business entity in which the employee, or the employee's spouse or child is an officer, partner, director or proprietor, or in which the employee, the employee's spouse or child (or any combination of them) has a material interest. No employee, acting in a private capacity, shall rent, lease or sell any realty, goods or services to the County or any of its agencies. (For reference, see Section 112.313(3), Florida Statutes)

4. Vendor solicitations for sales or donations for any purpose are prohibited unless approved by the BCC.
 5. Countywide campaigns for charitable giving through established non-profit organizations must be approved by the BCC.
- D. The Lake County Clerk of Circuit Court's Internal Audit Department is charged with receiving any citizen or employee concerns regarding fraud, waste, or abuse within Lake County government operations. Concerns regarding Code of Ethics violations can be reported to Supervisors, Human Resources Director, Department Directors, County Manager, Deputy County Manager, County Attorney, or the Lake County Clerk's Internal Audit Department.

For additional information and definitions relating to the Code of Ethics, see Chapter 112, Florida Statutes.



- b. The County Manager or designee shall not give approval of such service which would be in violation of the provisions of Section 112.313, Florida Statutes.

C. Solicitation of Funds

1. Selling of commercial products, such as make-up and jewelry by County employees or outside individuals, is prohibited on County time or on County property. An employee who engages in this type of selling may post their business on the intranet or employee bulletin boards (other than employment law bulletin boards) with a personal phone number or personal e-mail address for contact.
2. Selling and distributing products such as cookies and cards for charitable purposes which benefit schools, non-profit organizations, etc. is prohibited on County time and in work areas open to the public. However, books and sign-up lists may be left in break areas, or in areas that are not in view of customers. It is incumbent on employees to ensure that sales of this nature do not supplant work productivity and are not conducted in a manner that could be construed as obligatory.
3. A request by a department or employee for countywide aid or assistance to benefit an employee or a member of an employee's family in the event of need or tragedy should be made to the County Manager's established employee forum. The employee forum will convene and recommend to the County Manager an appropriate response. Final approval will be made by the County Manager.

2. Uncompensated service on boards, committees and commissions: The Florida Commission on Ethics has ruled that uncompensated service on a board, committee or commission (including not-for-profit corporations and unincorporated associations) doing business with or regulated by the County does not constitute a violation of the conflict of interest rules under Section 112.313(7), Florida Statutes. However, no County employee shall hold such a position unless he/she has been appointed thereto by the BCC or has obtained approval from the County Manager.
 - a. Any employee who wishes to serve on any committee, board or commission which is subject to the regulation of, or is doing business with the County, must first seek approval from the County Manager or designee. When making a decision pursuant to this provision, the County Manager shall consider the following:
 - Whether service on the board, committee or commission creates an appearance of impropriety or conflict.
 - Whether a unity of interest exists between the outside board, committee or commission so that it is in the best interests of the County to have the employee serve on the board, committee, or commission.
 - Whether service on the board, committee or commission would create a continuing conflict of interest.
 - Whether service on the board, committee or commission would prevent the employee from performing a full and faithful discharge of their public duties.

3. [Misuse of public position](#): No employee shall corruptly use or attempt to use their official position or any property or resource within their trust, or perform their official duties to secure a special privilege, benefit or exemption for themselves or others. (For reference, see Section 112.313(6), Florida Statutes)
 4. [Disclosure or use of certain information](#): No employee shall disclose or use information not available to the general public and gained by reason of their official position for their personal gain or benefit or for the personal gain or benefit of any other person or business entity. (For reference, see Section 112.313(8), Florida Statutes)
 5. [Conflicting employment or contractual relationship](#): No employee shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with the County. No employee shall have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between their private interests and the performance of their public duties, or that would impede the full and faithful discharge of their public duties. (For reference, see Section 112.313(7), Florida Statutes)
- B. The following provisions apply to all employees and are more stringent than the requirements of Section 112.313, Florida Statutes:
1. [Gifts](#): No employee may solicit or accept a gift from any person or entity (or agent or lobbyist of such person or entity) doing business with or regulated by the County or which is given based upon any understanding that their official action would be influenced. (For reference to corresponding section, see Section 112.313(2), Florida Statutes)