

SUBJECT: Ethics Code

EFFECTIVE: January 24, 2013

REVISION: February 6, 2013, Revision 1
November 21, 2014, Revision 3

REVIEW DATE: 2019

PURPOSE:

The Children's Board of Hillsborough County has been given the responsibility and trust to invest taxpayer monies into programs and services that benefit the lives of children and their families. As stewards of the public's money and in recognition of our special obligation to children, the Children's Board is committed to performing at the highest standards of ethical conduct and embracing the principles of honesty, accountability, respect, and trust.

To this end, the Children's Board has promulgated the following Code of Ethics.

1.0 Children's Board Ethical Standards

The employees of the Children's Board will always uphold the law, safeguard the public's money, be held accountable for a job well done, regard public service as an honor, never discriminate, work to foster a positive work environment, and always place our mission of bettering the lives of the children in Hillsborough County in the forefront of our daily work and decision-making.

1.1 Children's Board employees must never:

- Use public employment for private gain.
- Use public employment in violation of the Children's Board's policies or procedures.
- Discriminate against or harass anyone.
- Give preferential treatment to anyone or any agency/organization.
- Lack impartiality.
- Impede the efficiency or economy of the Children's Board.
- Make a decision on Children's Board matters outside of official channels.
- Adversely affect public confidence in the integrity of the Children's Board and its mission.

The Children's Board is a professional work environment where each employee is treated fairly and respectfully. The workplace should foster teamwork, collaborative problem-solving, and open communication through all levels of the organization.

2.0 Prohibited Behaviors

The following behaviors are prohibited.

1. Accepting any gift over \$100.00 in value in situations prohibited by Chapter 112, Part III of Florida Statutes, Code of Ethics for Public Officers and Employees, or any other law (exceptions are plaques or awards of minimal value). Employees may not accept meals or gifts from any provider agency or vendor of the Children's Board, but may attend general functions at provider agencies where food and refreshments are served.
2. Accepting any honorarium from any individual or organization in conjunction with their official duties of the Children's Board.
3. Wrongfully and intentionally destroying a public record; wrongfully and intentionally withholding public records requested by the public or media; or violating the Florida Public Records or Sunshine Laws.
4. Divulging any information, other than public information obtained as a result of their Children's Board position, to gain personal advantage.
5. Being involved in an outside business or other activity that is in conflict with Children's Board or in violation of the Children's Board policies or procedures.
6. Participating in any political campaign for an elective office while on duty or coercing any employee to contribute anything of value to any party, committee, organization, agency, or person for political purposes.
7. Participating in private business or non-Children's Board activity, study, or work during any compensated hours of work.
8. Borrowing or lending money to any employee.
9. Using any computer or electronic communications resources belonging to the Children's Board for personal use, unauthorized use, or any use prohibited by the Children's Board's policies or procedures.
10. Using computers or electronic communications resources of the Children's Board to disseminate commercial, private, non-Children's Board, political, illegal, pornographic, chain e-mails, virus hoaxes, harassment, threatening communications, or for any use prohibited by the Children's Board's policies or procedures. Accessing websites pertaining to the above is prohibited. Any viewing of pornography on a Children's Board computer is grounds for termination.
11. Infringing upon valid patent rights, copyrighted materials, and other intellectual property rights.
12. Making sexual advances, requesting for sexual favors, and other verbal or physical conduct of a sexual nature including, for example, sexual jokes or gestures regardless of whether such conduct is consensual.

13. Any unwelcomed physical or verbal conduct by any employee that substantially and unreasonably interferes with an individual's work performance or behavior that a reasonable person would consider to be intentionally hostile and abusive.
14. Making false or defamatory statements concerning any Children's Board employee, agency provider, Board member, or member of the public.
15. Managers, supervisors, or lead employees having close personal relationships with their subordinate personnel. All such relationships must be disclosed by both employees to the Executive Director.

A close personal relationship means dating, cohabitation, and/or having an intimate sexual relationship. Dating includes but is not limited to casual dating, serious dating, or casual sexual involvement where the parties have no intention of carrying on a long-term relationship, cohabitation, and any other conduct or behavior normally associated with romantic or sexual relationships. This definition applies regardless of the sexual orientation of the employees involved. Persons involved in a close personal relationship shall be referred to as a "close personal relation."

All employees shall abide by the provisions of Chapter 112, Part III of Florida Statutes, Code of Ethics for Public Officers and Employees, as it applies to them. In case of a conflict between Chapter 112, Part III and the other provisions of this Children's Board's Code of Ethics, the stricter provision shall apply, it being the intent that Children's Board employees will comply with a higher standard of ethics than provided by general law.



Values

The vision, mission and goals of the Children's Board of Hillsborough County will be guided by the following core values:

Integrity

- Demonstrating honesty and sincerity in all of our dealings.
- Upholding only the highest ethical principles.
- Making decisions that reflect the highest standards of proper stewardship and accountability of resources.

Excellence

- Projecting professionalism in everything we do.
- Being accountable for our actions.
- Delivering every product and service in an outstanding manner.
- Developing a quality workforce.
- Showing pride in our efforts and the community in which we live and work.

Teamwork

- Working in full cooperation and mutual support that inspires trust, loyalty and respect to achieve a common goal.
- Creating and maintaining a spirit of service.

Respect

- Showing consideration or regard for an Individual or institution.
- Assessing all people on their merits.
- Valuing diversity and accepting individual differences.