

*Code of Ethics
And
Business Conduct*



Setting the Standard



Code of Ethics and Business Conduct

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INTRODUCTION

This booklet summarizes the virtues and principles that are to guide our actions as county employees. We expect our agents, consultants, representatives and suppliers to be guided by them as well.

There are numerous resources available to assist you in meeting the challenge of performing your duties and responsibilities. There can be no better course of action for you than to apply common sense and sound judgment to the manner in which you conduct yourself. However, do not hesitate to use the resources that are available whenever it is necessary to seek clarification.

Brevard County aims to set the standard for ethical business conduct. We will achieve this through six virtues: Honesty, Integrity, Respect, Trust, Responsibility, and Citizenship.

Honesty: to be truthful in all our endeavors; to be honest and forthright with one another and with our customers, suppliers, and citizens.

Integrity: to say what we mean, to deliver what we promise, and to stand for what is right.

Respect: to treat one another with dignity and fairness, appreciating the diversity of our work force and the uniqueness of each employee.

Trust: to build confidence through teamwork and open, candid communication.

Responsibility: to speak up—without fear of retribution—and report concerns in the workplace, including violations of the law, regulations, and county policies, and seek clarification and guidance whenever there is doubt.

Citizenship: to obey all the laws of the United States, the State of Florida, and Brevard County and to do our part to make the community in which we live better.

Tom Jenkins
County Manager

Customer Service

We are committed to providing our customers quality service.

Treat in an Ethical Manner Those to Whom the County of Brevard Has an Obligation

We are committed to the ethical treatment of those with whom we have contact with during our work.

For our employees we are committed to honesty and fairness, providing a safe and healthy environment, and respecting the dignity due everyone.

For our customers we are committed to perform timely, reliable, quality services.

For the community in which we live and work we are committed to being concerned and responsible neighbors, reflecting all aspects of good citizenship.

For our vendors we are committed to fair competition and the sense of responsibility required of a good customer.

Obey the Law



We will conduct our business in accordance with all applicable laws and regulations. However, compliance with the law does not comprise our entire ethical responsibility. Rather, it is a minimum, absolutely essential condition for performance of our duties.

Promote a Positive Work Environment

All employees want and deserve a work place where they feel respected, satisfied, and appreciated. Harassment or discrimination of any kind and especially involving race, color, religion, gender, age, national origin, disability, and veteran or marital status will not be tolerated.



Providing an environment that supports the honesty, integrity, respect, trust, responsibility, and citizenship of every employee permits us the opportunity to achieve excellence in our workplace. While everyone who works for the County must contribute to the creation and maintenance of such an environment, our management and supervisory personnel assume special responsibility for fostering an atmosphere for work that will bring out the best in all of us.

Workplace Safety

We are committed to providing a drug-free, safe, and healthy work environment. Each of us is responsible for compliance with environmental, health, and safety laws and regulations. Report immediately to the appropriate management any accident or injury sustained on the job, or any environmental or safety concern you may have.



Keep Accurate and Complete Records



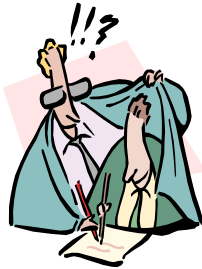
We must maintain accurate and complete County records. Transactions between the County and outside individuals and organizations must be promptly and accurately recorded in accordance with generally accepted accounting practices and principles, and other relevant policies or regulations. No one should rationalize or even consider misrepresenting facts or falsifying records. It is illegal, and will not be tolerated

Public Relations

Employees shall at all times be courteous to those members of the public and employees who seek information.



Conflicts of Interest



Playing favorites or having conflicts of interest—in practice or in appearance—runs counter to the fair treatment to which we are all entitled.

A purchasing agent/public officer cannot purchase, rent, or lease realty, goods, and services for an agency where the employee, spouse or child, or any combination thereof have a material interest.

This applies to public officers/employees acting in official or private capacity.

Statutory Exemptions

Prohibitions against doing business with one's agency and having a conflict of interest may not apply:

When the business is rotated among all qualified suppliers in the county.

When the business is awarded by sealed, competitive bidding.

When the purchase or sale is for legal advertising, utilities services or for passage on a common carrier.

When an emergency purchase must be made to protect the public health, safety or welfare.

When the business entity is the only source of supply within the political subdivision.

When the aggregate of any such transactions does not exceed \$500 in a calendar year

When the business transacted is the deposit of agency funds in a bank of which a local government official is an officer....do not favor his/her bank.

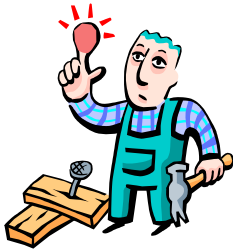
When the prohibitions are waived by the appointing person or by a 2/3 vote of the appointing body.

When a public officer/employee purchases, in a private capacity, goods or services at a price and upon terms available to similarly situated members of the general public from a business entity which is doing business with his/her agency.

Outside Employment and Activities

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Any county employee who engages in non-county employment shall be ineligible to receive workers' comp or short-term income protection plan under the county's W/C or disability plan....when injury or illness related to outside employment.



Prior to acceptance of supplemental employment, or engaging in activities
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Permission to engage in outside employment may be denied or withdrawn at any time....





Newly hired employees shall declare any supplemental employment or other outside activities at the time of initial employment.

The appointing authority shall determine whether such employment conflicts with the employee's duties and shall either approve or disapprove the request.

Employment or Contractual Relationship

A public officer/employee cannot have employment or contact with a business regulated or doing business with his/her agency.

A public officer/employee cannot have employment or a casual relationship that conflicts with his/her private interests and public duties, or which will impede the full and faithful discharge of those public duties.

Use of Regulatory Authority



We will legally, fairly, and consistently use our regulatory and auditing authority over others, and not use this authority to retaliate or harass others.

Restrictions on Appointing, Employing and Contracting with Relatives

A public official cannot seek or advocate appointment, employment, promotion or advancement of a relative.

The intent of this provision is to restrict the employment of relatives within County departments/offices and prohibit preferential treatment or favoritism such relationship may cause.

No relative of a County employee may be appointed, employed, retained, promoted or transferred within the same program unless such employment has been determined in the best interest of the County and approved by the County Manager or his designee.

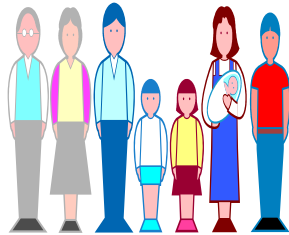
Exceptions will be narrowly interpreted and shall only be applied when circumstances obviously benefit the County. An example would be the employment of a husband and wife team as youth advisors, or a relative possessing a specialized and needed skill after recruitment has been unsuccessful in locating a non-relative with the required skill.

Under no circumstances, will an individual be appointed, employed, retained, promoted, or transferred to any position in a department/office where a relative of the individual has direct supervision, jurisdiction or control over that position.

If, while employed by the County, individuals become related by marriage or adoption the following policy shall apply:

If neither individual has direct or in-line supervision, control or jurisdiction over the other, both employees may retain their positions.

Should marriage or adoption occur between a supervisor and a subordinate employee, one of the employees must transfer to end the supervisory relationship if possible, or if not possible, be terminated from the position.



The decision as to which party is to be transferred or terminated will be made by the appointing authority involved.

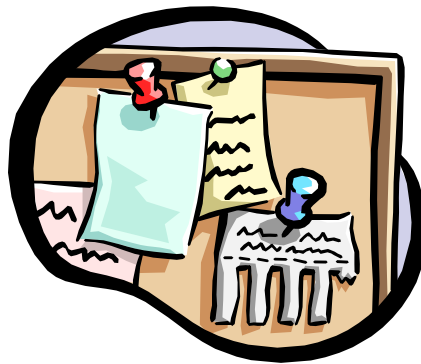
Solicitation and Distribution

Employee contributions to recognized charitable organizations are encouraged, but purely voluntary.



Literature Distribution

Employees are prohibited from distributing any literature which promotes any organization in any area where county work is performed, unless authorized by the County Manager as a public purpose.



Obtain and Use County and Customer Assets Wisely

Whenever you are through using:

A County facility – leave it in a clean and orderly condition.

County equipment/vehicles – fully operational and needed maintenance service completed.

Be cost-conscious and alert to opportunities for improving performance while reducing costs.



An employee who has been provided county equipment is expected to exercise reasonable care in the use and preservation of such equipment.

Deliberate misuse of County property for personal purposes is prohibited and may subject the employee to dismissal.



Personal Mail

Employees are expected to use their home address or post office box to receive personal mail.



Avoid Illegal and Questionable Favors and Gifts



No employee shall accept any favor, gift, etc., intended to reward or influence the employee in carrying out his/her duly appointed duties.

It is the personal responsibility of each employee to ensure that his/her acceptance of a favor or gift could not reasonably be construed as an attempt by the offering party to secure favorable treatment.

Exceptions

Prohibitions against accepting a favor or gift may not apply:

When a gift is of nominal value of \$10 or less.

When accepting professional or public awards reflecting positive performance or community service.

When gifts are given or exchanged by employees for birthdays, holidays, marriage, retirement, etc.

When a gift is given by a relative where a family, rather than a business relationship is involved.

For food that is valued at \$25 or less.

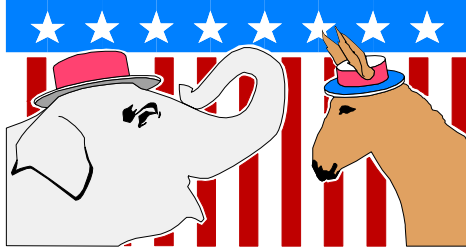
When an employee is requested to attend a public, professional or community event.

When an offer for trade discounts or inducements are also offered to the public at large.

When the use of a public facility or public property is made available by a governmental agency for a public purpose.

Political Activities

No person shall be appointed to, demoted or dismissed from any position in the county service because of political opinions or affiliations outside the workplace.



Warning Signs – You’re on Ethical Thin Ice When You Hear...

“Well, maybe just this once...”

“No one will ever know...”

“It doesn’t matter how it gets done as long as it gets done.”

“It sounds too good to be true.”

“Everyone does it.”

“Shred that document.”

“We can hide it.”

“No one will get hurt.”

“What’s in it for me?”

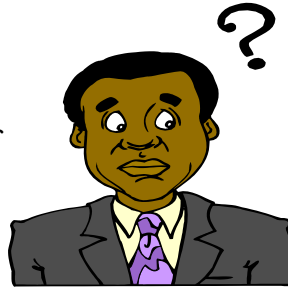
“This will destroy the competition.”

“We didn’t have this conversation.”

“We can split the purchase order to keep it under the limit.”

Quick Quiz – When in Doubt, Ask Yourself...

Are my actions legal?
Am I being fair and honest?
Will my actions stand the test of time?
How will I feel about myself afterwards?
How will it look in the newspaper?
Will I sleep soundly tonight?
What would I tell my child to do?



If you are still not sure what to do, ask...and keep asking until you are certain you are doing the right thing.

Conclusion

It is difficult in any written document to cover any situation in which an ethical problem might arise. Therefore, this Handbook is a guide to the ethical standards most often impacted by the performance of our work. High standards of business conduct are critical to maintain the public confidence and support of our mission.

Each one of us is responsible for our own actions. In all our dealings with each other as well as our customers, it is essential that we conduct ourselves honorably, conforming to the legal and policy restrictions placed on us and making our decisions in the framework of honesty, integrity, dignity and loyalty.

If you need clarification on matters of ethical conduct, or if you would like information on something not covered, do not hesitate to ask. You may start with your supervisor, who will either guide you with an answer or direct you to someone who can help you.