

## Ethics

Employees of Reedy Creek Improvement District should not permit themselves to be in a position of conflict between their own interests and those of the District, and must conduct themselves according to the highest ethical standards. This includes avoiding even the appearance of conflicts of interest or the exploitation of privileged information for the purposes of personal gain.

District Administration administers this policy.

1. In any one calendar year no employee may, without approval of District Administration, accept more than one gift, the fair market value of which may not exceed seventy-five dollars from any one person or entity that is doing, or seeking to do, business with the District. A "gift" is anything of value, and includes all tangible items, such as food baskets, jewelry and art; and intangible items such as discounts, services, special privileges, advantages, benefits and rights not available to the general public, vacation trips, use of vacation homes, paid admission to sporting events or special events, golf outings, vendor familiarization trips and use of recreational facilities, loans or other favors. In no event may any gift in the form of cash or marketable securities be accepted.
2. When an employee is offered a gratuity or gift, it should politely but firmly be rejected with an appropriate explanation of District policy. If the individual offering the gratuity or gift remains insistent, becomes offended, or leaves a gift or gratuity in such a way as it may not be returned, the employee may accept the gratuity or gift. However, if an employee does accept a gratuity or gift, the employee's supervisor must be notified for further guidance before the end of the regularly scheduled work day.
3. Where the value of a gift exceeds seventy-five dollars, one of the three (3) alternatives shown herein must be followed without exception:
  - A. The gift may be returned with a letter indicating that it is against District policy to accept such a gift.
  - B. The gift can be turned over to District Administration, who will donate the gift to a charity or make other disposition of the gift that is in accordance with District policy.
  - C. Employee may keep the gift only if a charitable donation is made through the District that is equal to the value of the gift. District Administration will be responsible for determining the appropriate value of any gifts covered by this policy.
4. No employee shall give, or promise to give, any consideration to another person, entity or foreign official in connection with the District's business if the giving is an improper or unethical compensation of inducement. "Consideration" means anything of value or advantage, tangible or intangible. No employee shall purchase privileges or benefits for the District by payment of bribes, kickbacks, or any other form of payoff.

5. No employee or member of the employee's immediate family should own a significant financial interest in any business organization that does or seeks to do business with the District; nor should any employee conduct business on behalf of the District with members of their immediate family or with any business organization in which the employee or a member of their immediate family has a significant association; nor should any employee accept offers to serve as an employee, business partner, or as a consultant to any business organization which does significant business with the District. Any such potential conflict(s) must be fully disclosed in writing by the employee to District Administration and specific approval obtained in advance.
6. No employee should engage in self-employment or employment by another to an extent that such involvement interferes with the performance of the employee's services to the District.
7. No employee or member of the employee's immediate family should acquire real estate when it is known that the District is interested in acquiring said property or any nearby property.
8. No employee who has access to important information about the District, not generally known to the public and not under the provisions of Government in the Sunshine Laws, should take advantage of that information for the employee's own benefit or the benefit of any other person.
9. No employee without proper authority should give or release to anyone not employed by the District (or to another employee who has no need for the information), data or information of a confidential nature concerning the District, provided such information is not under the provisions of Government in the Sunshine Laws.
10. Questions regarding the applicability of Government in the Sunshine Law should be directed to the employee's department manager or to the Public Records Administrator.
11. An employee with a question about a specific instance or activity that would seem to be affected by the District's Ethics Policy should bring it to the attention of the District Administrator who will make a decision whether a conflict exists.
12. The conditions set forth in this policy must be strictly followed. Failure to comply with the rules and procedures set forth in the policy may result in disciplinary action, not excluding termination.