

**THIS IS NOT A CONTRACT OF EMPLOYMENT. EMPLOYMENT REMAINS AT-WILL, AND YOU OR THE UTILITIES COMMISSION, NSB, MAY END THE EMPLOYMENT RELATIONSHIP WITH OR WITHOUT CAUSE, FOR ANY REASON OR FOR NO REASON, WITH OR WITHOUT NOTICE.**

### **STATEMENT OF PURPOSE**

The purpose of this policy is to ensure that all employees adhere to proper legal and ethical standards in their business relationships and to reaffirm the strong commitment of the Utilities Commission ("Commission") to the highest standards of legal and ethical conduct in its business practices, and to consolidate the various policies concerning this commitment into a single document.

It has been the longstanding policy of the Commission to maintain the highest ethical standards in the conduct of Company affairs and in its relationship with customers, suppliers, employees, advisors and the communities in which our operations are located.

### **STATEMENT OF ETHICS**

As an integral member of the Commission, its Employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that in both business and personal life, Employees refrain from any behavior that might be harmful or that might be viewed unfavorably by current or potential customers, or by the public at large. Whether on duty or off, the Employees' conduct reflects on the Commission, Employees of the Commission, as providers of public service and in order to inspire confidence and trust, are committed to the highest standards of personal and professional integrity.

### **POLICY ON USE OF GOOD JUDGMENT**

It would be virtually impossible to cite examples of every type of activity which might give rise to a question of unethical conduct. Therefore, it is important that each Employee rely on its own good judgment in the performance of its duties and responsibilities. When those situations occur where the proper course of action is unclear, request advice and counsel from your department head. The reputation and good name of the Commission depends entirely upon the honesty and integrity of each one of us.

Employees must avoid any behavior or relationship which might reflect negatively on the Commission, whether the result of personal conduct, a possible conflict of interest, or other activity detrimental to this image. As a municipal-owned utility, the Commission is held accountable to the citizens of the City and as such, operates under public scrutiny.

## **POLICY ON USE OF GOOD JUDGMENT (cont.):**

The Commission is an association of individuals who come together to provide an important public service. Employees must conduct themselves in such a way that acknowledges that mission. Established business ethics are in place for each employee and thorough adherence to those ethics will ultimately determine the success of the Commission. How employees do their job is equally as important as what they do.

In furtherance of this commitment, the Employees of the Commission shall:

- (a) provide open and accessible government, giving courteous, responsive service to all citizens equally;
- (b) accept only authorized compensation for the performance of their duties and respectfully decline any offers of gifts or gratuities from those with whom they do business;
- (c) disclose or report any actual or perceived conflicts of interest;
- (d) comply with all laws and regulations applicable to the Commission and impartially apply them to everyone;
- (e) neither apply nor accept improper influence, favoritism and personal bias;
- (f) use Commission funds and resources efficiently, including materials, equipment and time; and
- (g) ensure that no Commission resources of any kind are ever used solely for personal gain without also benefiting the UC and with appropriate approvals.

Recognizing that a public agency must serve the best interest of its citizens, the UC employees are expected to promote public confidence in themselves and the Utilities Commission.

In addition to the foregoing, the employees of the Utilities Commission shall at all times strictly adhere to all applicable provisions of the Code of Ethics for UC Commissioners and Employees (Part III, Chapter 112, **Florida Statutes**), as amended from time to time.

Employees must be familiar with this policy and abide by its terms. Employees are expected to report violations first in a report to his or her supervisor, who will then report it through the chain of command. If employees are not comfortable with this reporting procedure, or if employees believe their concern is improperly or inadequately considered, they may report it to the UC's Legal Counsel, Chief Executive Officer, or the UC's external Auditor. This Statement of Ethics does not replace any other policy or procedure and should be considered an addition to those procedures.

The Commission will not retaliate against any employee for good faith reports of ethical violations or misconduct of others. Employees who violate this Code of Ethics will be subject to corrective action, up to and including termination.

## **STATEMENT OF CONFLICT OF INTEREST**

Every employee is prohibited from partaking in any activity or association that creates or appears to create a conflict between the employee's personal interests and the Commission's business interests. In addition, an employee must not allow any situation or personal interests to interfere with the exercise of independent judgment or with that employee's ability to act in the best interests of the Commission.

No employee shall:

(a) while acting as a purchasing agent of the UC in the employee's official capacity, purchase, rent, or lease any realty, goods, or services for the UC from any business entity of which the employee, the employee's spouse, the employee's child, or the employee's spouse's child is an officer, partner, director, proprietor, or in which the employee, the employee's spouse, the employee's child, or the employee's spouse's child has a material interest;

(b) rent, lease, or sell any realty, goods, or services to the UC;

(c) purchase any surplus realty or goods from the UC if the employee had any role in the decision-making process by which such property was originally acquired or declared to be surplus which was not required by law, ordinance, or regulation;

(d) accept any compensation, payment, or thing of value when the employee knows, or with the exercise of reasonable care should know, that it was given to influence action in which the Employee was expected to participate in his capacity as a UC Employee;

(e) corruptly use or attempt to use his position or any property or resource which is within his trust, or perform his duties, to secure a special privilege, benefit, or exemption for the Employee or others;

(f) have or hold any employment or contractual relationship with any business entity or agency which is subject to the regulation of, or is doing business with, the UC;

(g) have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between the private interests of the Employee and the performance of the Employee's public duties or that would impede the full and faithful discharge of the Employee's public duties;

(h) disclose or use information not available to members of the general public, and gained by reason of the Employee's position, for the Employee's personal gain or benefit or for the personal gain or benefit of any other person or business entity.

(i) All memoranda, notes, lists, records and other documents (and all copies thereof) made or compiled by the employee or made available to the employee concerning the business of the Commission shall be the Commission's property and shall be delivered to the Commission promptly upon the termination of the employee's employment with the Commission or at any other time on request.

**STATEMENT OF CONFLICT OF INTEREST (cont.):**

(j) Employees are forbidden to use, directly or indirectly, corporate funds and assets for any unlawful purpose or to accomplish any unlawful goal. The Commission also prohibits the establishment or maintenance of undisclosed or unrecorded funds and assets. All reporting of information should be accurate and timely. Employees may not make any false or misleading entries in any books and records.

This Statement of Conflict of Interest subsection shall be applied and construed in a manner consistent with the Code of Ethics for UC Commissioners and Employees (Part II, Chapter 112, **Florida Statutes**), as amended from time to time.

**POLICY LISTING GENERAL ETHICAL REQUIREMENTS**

Employees should read the code of ethics with the following in mind:

- The Commission requires every employee to comply with these standards.
- This list is not comprehensive. The Commission encourages employees who have questions about these standards and their application to employee conduct to discuss them with their manager, the general counsel, or with the manager in charge of human resources.
- Each employee will be given a copy of these standards and be asked to sign an Employee Acknowledgment Form.

**EMPLOYEE ACKNOWLEDGMENT FORM.**

I have read and received a copy of the Commission’s Policy for Ethical Conduct and fully understand my obligations and responsibilities as outlined therein.

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