Code of Ethics

Authorization and Mission

The Corrections Foundation (the Foundation) is a 501(c)3 non-profit corporation authorized by section 944.802 of the Florida Statutes as a Direct Support Organization (DSO) organized and operated to conduct programs and activities; initiate developmental projects; raise funds; request and receive grants, gifts, and bequests of moneys; acquire, receive, hold, invest, and administer, in its own name, securities, funds, objects of value, or other property, real or personal; and make expenditures to or for the direct or indirect benefit of the Department of Corrections or individual units of the state correctional system.

Our mission is straightforward: supporting the programs, personnel, and services of the Department of Corrections through grants, contributions, and community partnerships in the interest of public safety in a transparent, ethical, legal, and open manner.

Preamble

Accomplishing these goals require strict adherence by employees, officers, board members, and those representing the Corrections Foundation to federal, state, and local laws and regulations; and conducted in an ethical, open, and transparent manner that complies and exceeds requirements.

Employees, officers, board members, and those representing the Foundation are expected to not use their position for personal or private gain to themselves or parties or entities they may represent or be affiliated with personally or professionally and to make decisions and to work in the best interest of the Foundation.

The Florida Legislature in section 112.313 of the Florida Statutes requires the law to protect against any conflict of interest and establish standards for the conduct of the Foundation's board members, officers, and employees in situations where conflicts may exist.

The Foundation hereby adopts the policy of the State that no employees, officers, board members, and those representing the Foundation shall have any interest, financial or otherwise, direct or indirect, or incur any obligation of any nature which conflicts with the proper discharge of his or her duties to the Foundation.

To implement this policy and strengthen the faith and confidence of the Corrections Foundation and those who lead and represent the Foundation, there is enacted a code of ethics setting forth standards of conduct required of employees, officers, board members, and those representing the Foundation in the performance of official duties.

Standards

The following standards of conduct are enumerated in chapter 112 of the Florida Statutes and are required by section 112.313 of the Florida Statutes, to be observed by employees, officers, board members, and individuals representing the Foundation.

1. **Prohibition of Solicitation or Acceptance of Gifts – Chapter 112.313(2) of the Florida Statutes**

No Foundation employee, officer, board member, or individual representing the Foundation shall solicit or accept from any person or entity, directly or indirectly, whether by himself or herself or through his or her spouse or a member of his or her family or through any partner or business or professional associate, anything of value to the recipient, including a gift, loan, reward, promise of future employment, favor, or service, which he or she knows or should know is made or offered with the intent or understanding that the vote, official duty or action, or judgment of the Foundation employee, officer, board member, or individual representing the Foundation would be influenced thereby.

2. **Prohibition of Accepting Compensation Given to Influence a Vote - Chapter 112.313(4) of the Florida Statutes**

No Foundation employee, officer, board member, or individual representing the Foundation shall solicit or accept from any person or entity, directly or indirectly, whether by himself or herself or through his or her spouse or a member of his or her family or through any partner or business or professional associate, any compensation, payment, or thing of value when the person knows or should know it was given to influence a vote or other action in which the Foundation employee, officer, board member, or individual representing the Foundation was expected to participate in his or her official capacity.

3. **Salary and Expenses - Chapter 112.313(5) of the Florida Statutes**

Foundation officers and board members are expressly prohibited from receiving a salary by Article IV Section 3 of the Foundation's by-laws. Board members are allowed by Article IV Section 3 of the Foundation's by-laws to receive reimbursements at rates comparable to those authorized for state officers and employees.

No Foundation officer or board member shall be prohibited from voting on a matter affecting his or her reimbursements of expenses as a Foundation board member or officer, as provided by law.

As a 501(c) (3) not-for-profit corporation, no distributions shall be made to any Foundation board member or officer.

4. **Prohibition of Misuse of Position - Chapter 112.313(6) of the Florida Statutes**

A Foundation employee, officer, board member, or individual representing the Foundation shall not corruptly use or attempt to use one's official position or any property or resource which may be within one's trust, or perform official duties, to secure a special privilege, benefit, or exemption for himself, herself, or others.

5. **Prohibition of Misuse of Privileged Information - Chapter 112.313(8) of the Florida Statutes**

No current or former employee, officer, board member, or individual representing the Foundation shall disclose or use information not available to members of the general public and gained by reason of one's official position, except for information relating exclusively to governmental practices, for one's own personal gain or benefit or for the personal gain or benefit of any other person or business entity.

6. **Post-Office/Employment Restrictions - Chapter 112.313(9) of the Florida Statutes**

A person who has been appointed to the Foundation board or who is employed by the Foundation may not personally represent another person or entity for compensation before the governing body of the Foundation for a period of two years after he or she vacates that office or employment position.

7. **Prohibition to Employees Holding Office - Chapter 112.313(10) of the Florida Statutes**

A Foundation employee may not simultaneously be a board member.

8. **Requirements to Abstain from Voting - Chapter 112.3143(2) of the Florida Statutes**

No Foundation board member or officer shall vote on any matter that the board member or officer knows would inure to his or her private economic benefit or harm of the board member,

officer, his or her spouse, children, parents, children-in-law, parents-in-law, business associate, principal, parent organization, or subsidiary of a corporate principal.

Any board member or officer who abstains from voting in an official capacity upon any measure that the board member of officer knows would inure to the individual's private economic benefit or harm, or who votes in an official capacity on a measure that he or she knows would inure to the private economic benefit or harm of any principal by which the board member or officer is retained other than an agency as defined in section 112.312(2) of the Florida Statutes; or which the board member or officer knows would inure to the private economic benefit or harm of his or her spouse, children, parents, children-in-law, parents-in-law, or business associate, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a written memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum into the meeting minutes.

If it is not possible for the Foundation board member or officer to file a memorandum before the vote, the memorandum must be filed with the person responsible for recording the minutes of the meeting no later than fifteen (15) days after the vote and shall be incorporated into the minutes of the meeting in which the vote was conducted.

9. Failure to Observe Foundation Code of Ethics.

A Foundation employee, officer, board member, or individual representing the Foundation failing to heed these code of ethics may be removed from his or her position.

Officers, board members, employees, and those representing the Foundation attest and agree that:

1. I have received a copy of the Code of Ethics and that I will follow the Code of Ethics as defined by section 112.3251 of the Florida Statutes.
2. I have received a copy of chapter 286 of the Florida Statutes, concerning Florida's Government-in-the-Sunshine Law and that I will adhere to the provisions located within.
3. I have received a copy of chapter 119 of the Florida Statutes, concerning Florida's Public Records Act and that I will adhere to the provisions located within.
4. I will formally and promptly communicate any potential conflict of interest to the Foundation Board President and other members of the Board of Directors.
5. I will act at all times with honesty, integrity and independence, avoiding actual or apparent conflicts of interest in personal and professional relationships and expect and encourage such conduct by other board members.
6. I will comply with all applicable rules and regulations of federal, state, and local governments and other appropriate private and public regulatory agencies.
7. I will comply with the Foundation's policies and procedures and contribute constructively to their ongoing evaluation and reformation.

8. I will act in good faith, responsibly, with due care, competence, diligence, and without knowingly misrepresenting material facts or allowing my independent judgment to be subordinated.
9. I will protect and respect the confidentiality of information acquired in the course of my term on the Board except when authorized or otherwise legally obligated to disclose. Confidential information acquired in the course of my term on the Board shall not be used for personal advantage.
10. I will responsibly use and control assets and other resources entrusted to me.
11. I will never forget that I am serving as a volunteer or employee of the Corrections Foundation and, in some cases, a public official. In both instances, I must uphold the Constitutions of the United States and the State of Florida.
12. I am a professional committed to the public safety and the support of the Florida Department of Corrections programs, officers and employees.
13. As a professional, I am skilled in the performance of my duties and governed by a code of ethics that demands integrity in word and deed, fidelity to the lawful orders of those appointed over me, and, above all, allegiance to my oath of office and the laws that govern our nation.
14. I will seek neither personal favor nor advantage in the performance of my duties. I will treat all with whom I come in contact with civility and respect. I will lead by example and conduct myself in a disciplined manner at all times.
15. I am proud to selflessly serve my fellow citizens and Florida Department of Corrections officers and co-workers as an employee or board member of the Corrections Foundation.

By signing this statement, I acknowledge that I have read, understand, and agree to adhere to this Code of Ethics Statement.

Signature	Printed Name
Title	Date of Signature