

Florida Statewide Guardian ad Litem Foundation

Code of Ethics

Adopted July 2014

I. INTRODUCTION (Purpose and Intent)

The Florida Statewide Guardian ad Litem Foundation (Foundation) is a Direct Support Organization authorized by §39.8298, Florida Statutes. The Foundation's mission is to provide additional resources for the Florida Guardian ad Litem Programs, its volunteers, and its affiliated circuit non-profit organizations in order to promote Guardian ad Litem representation for abused, neglected, and abandoned children in Florida's dependency system. Pursuant to §112.3251, the Foundation has adopted a code of ethics to guide its employees, board members and committee members in their conduct when acting on behalf of the Foundation.

II. STATEMENT OF POLICY

A. SOLICITATION OR ACCEPTANCE OF GIFTS

- **Influence of Judgment.** No employee/member of the Foundation may solicit or accept anything of value, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the member's / employee's official actions or judgment would be influenced thereby.
- **Personal Benefit.** No employee/member of the Foundation may **solicit** any gift from a lobbyist or Foundation vendor, where such gift is for the personal benefit of the employee/member or any other person.

B. DISCLOSURE OR USE OF CERTAIN INFORMATION

No current or former employee/member of the Foundation may disclose or use non-public information obtained because of their Foundation employment or position as a member for the personal gain or benefit of themselves or any other person or business entity.

C. DOING BUSINESS WITH ONE'S AGENCY

No employee/member of the Foundation who participates through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influences the content of any specification or procurement standard, renders advice, investigates, audits or acts in any other advisory capacity in the procurement of contractual services may become or be the employee of a person contracting with the Foundation.

D. UNAUTHORIZED COMPENSATION.

No Foundation employee/members or their spouse or minor child shall, at any time, accept any

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compensation, payment, or thing of value when such employee/member knows, or, with the exercise of reasonable care, should know, that it was given to influence a vote or other action in which the employee/member was expected to participate in his or her official capacity.

No employee / member of the Foundation shall use or attempt to use his or her Foundation position or any property or resource within his or her trust, or perform his or her duties to secure a special privilege, benefit, or exemption for himself, herself, or others

E. ACKNOWLEDGEMENT AND DISCLOSURE

All Foundation employee/member are required to provide a signed Acknowledgement regarding provisions of the Foundation Code of Ethics.

F. RESTRICTIONS ON VOTING

No Foundation employee/member shall vote on any matter that the employee/member knows would inure to his or her special private gain or loss. Any employee/member who abstains from voting in an official capacity upon any measure that the employee/member knows would inure to his or her special private gain or loss, or who votes in an official capacity on a measure that he or she knows would inure to the special private gain or loss of any principal by whom the employee/member is retained or to the parent organization or subsidiary of a corporate principal by which the employee/member is retained other than an agency;¹ or which the employee/member knows would inure to the special private gain or loss of his or her relative or business associate, shall make every reasonable effort to disclose the nature of his or her interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes. If it is not possible for the employee/member 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 15 days after the vote.

¹ "Agency" means any state, regional, county, local, or municipal government entity of this state, whether executive, judicial, or legislative; any department, division, bureau, commission, authority, or political subdivision of this state therein; or any public school, community college, or state university.

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ACKNOWLEDGEMENT OF RECEIPT OF FOUNDATION CODE OF ETHICS:

Employee/ Member of Foundation Signature

Name (please print name)

Date