

SECTION 1

CODE OF ETHICS

PURPOSE: To prescribe a general code of conduct for Lake County employees.

POLICY: Lake County employees shall maintain certain standards of conduct.

GENERAL ADMINISTRATION:

Chapter 112, Part III, Florida Statutes, Code of Ethics, applies to all Lake County employees. In addition, the Board of County Commissioners has adopted more stringent standards of conduct for its employees relating to acceptance of gifts and employee service on corporate boards and in community associations. For definitions relating to this section, see Chapter 112 F.S.

THE FOLLOWING PROVISIONS OF F.S. 112.313 APPLY TO ALL LAKE COUNTY EMPLOYEES AND ARE SUMMARIZED BELOW:

1. **UNAUTHORIZED COMPENSATION:** No employee, or their spouse or minor child may accept any compensation, payment or thing of value when such employee knows, or with the exercise of reasonable care, should know that it was given to influence the vote or official action of such employee. (for reference, see F.S. 112.313(4))
2. **DOING BUSINESS WITH ONE'S AGENCY:** No employee who is empowered with the authority to purchase on behalf of the County in an official capacity may directly or indirectly purchase, rent, or lease any realty, goods or services for Lake County from a business entity in which the employee, the employee's spouse or child is an officer, partner, director or proprietor, or in which the employee, the employee's spouse or child (or any combination of them) owns a material interest. No employee, acting in a private capacity, may rent, lease or sell any realty, goods or services to Lake County or any of its agencies. (for reference see F.S. 112.313(3))
3. **MISUSE OF PUBLIC POSITION:** No employee shall corruptly use or attempt to use their official position or any property or resource within their trust, or perform their official duties to obtain a special privilege, benefit or exemption for themselves or others. (for reference see F.S. 112.313(6))
4. **DISCLOSURE OR USE OF CERTAIN INFORMATION:** No employee shall disclose or use information not available to the general public and gained by reason of their official position for their personal gain or benefit or for the personal gain or benefit of any other person or business entity. (for reference see F.S. 112.313(8))
5. **CONFLICT OF INTEREST:** No employee shall have or hold any employment or contractual relationship with any business entity or any agency which is subject to the regulation of, or is doing business with Lake County.

No employee shall have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between their private interests and the

performance of their public duties, or that would impede the full and faithful discharge of their public duties. (for reference see F.S. 112.313(7))

THE FOLLOWING PROVISIONS APPLY TO ALL LAKE COUNTY EMPLOYEES AND ARE MORE STRINGENT THAN THE REQUIREMENTS OF F. S. 112.313:

1. **GIFTS:** No employee may either solicit or accept a gift from any person or entity (or agent or lobbyist of such person or entity) doing business with or regulated by Lake County or which is given based upon any understanding that your official action would be influenced. (for reference to corresponding section, see F.S. 112.313(2))
2. **UNCOMPENSATED SERVICE ON BOARDS, COMMITTEES AND COMMISSIONS:**

The Florida Commission on Ethics has ruled that uncompensated service on a board, committee or commission (including not-for-profit corporations and unincorporated associations) doing business with or regulated by Lake County does not constitute a violation of the conflict of interest rules under Florida Statute 112.313(7). However, no Lake County employee shall hold such a position unless they have been appointed thereto by the Board of County Commissioners or they have obtained approval from the County Manager.

 - A. Any employee of Lake County who wishes to serve on any committee, board or commission which is subject to the regulation of, or is doing business with Lake County, must first seek approval from the County Manager or designee. Approval shall be granted only in accordance with policies and procedures set forth by the County Manager. When making a decision pursuant to this provision, the County Manager shall consider the following:
 1. Whether service on the board, committee or commission, creates an appearance of impropriety or conflict.
 2. Whether a unity of interest exists between the outside board, committee or commission so that it is in the best interests of Lake County to have the employee serve on the board, committee, or commission.
 3. Whether service on the board, committee or commission would create a continuing conflict of interest.
 4. Whether service on the board, committee or commission would prevent the employee from performing a full and faithful discharge of their public duties.
 - B. The County Manager or designee shall not give approval of such service which would be in violation of the provisions of F.S. 112.313.