

ETHICS POLICY

Effective 10-30-18

All employees of the School District, regardless of their position are bound by the same ethics as outlined in the following School Board Policies: 1113, 1129, 1210, 4113, 4129, 4210, and 4214 (as amended) and Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees. School Board Policies are designed to create a culture of honesty and integrity that will help the School District meet its goal of providing a safe environment and high quality education to all of the School District's students.

Compliance with all School Board Policies, Florida Statutes related to standards for ethical conduct and maintaining a moral personal code of ethics is imperative for any and all School District personnel who perform or are in any way associated with purchasing functions. Personnel involved in purchases of goods and services for the School District reflect their own reputation and the reputation of the School District through dealings and contacts with customers and vendors. All have a responsibility to maintain a high ethical standard of conduct and a reputation for courtesy and fair dealings. As a representative of the School District, in a purchasing capacity, a reputation of fairness and honesty is key to establishing a professional atmosphere in which decisions and evaluations are based on sound business judgment. Each transaction shall be handled objectively, without favoritism or discrimination, and without seeking or dispensing personal favors.

The School Board of Seminole County has adopted the following principles as it relates to the procurement process:

- To comply with the letter and spirit of the laws governing the purchasing function including applicable Federal and State rules and regulations and School Board Policy and remain alert to the legal ramifications of purchasing decisions.
- To represent the School Board of Seminole County, Florida in an exemplary manner by diligently following the lawful instructions of the Board, using reasonable care and only the authority granted, and avoiding the intent and appearance of unethical or compromising practices in relationships, actions and communications.
- To buy without prejudice, seeking to obtain the maximum ultimate value for each dollar of expenditure and encouraging all segments of society by extending an opportunity to participate to minority, veteran, and small businesses.
- To handle information that may be considered confidential or proprietary to the School Board and/or its suppliers with due care and proper consideration of ethical and legal ramifications and government regulations.

- To prohibit soliciting or accepting gifts and gratuities from present or potential suppliers which might influence or appear to influence purchasing decisions; to subscribe to and work for honesty and truth in buying and selling; and to denounce all forms and manifestations of commercial bribery.
- To refrain from any private business or professional activity that may present a conflict of interest in carrying out the purchasing duties assigned by the School Board.