



CODE OF ETHICS

FLORIDA FOUNDATION FOR CORRECTIONAL EXCELLENCE, INC.

Approved by Board: September 21, 2022

MISSION

The *Florida Foundation for Correctional Excellence, Inc.* (FFCE or the Foundation) is a nonprofit direct support organization (DSO) designed to promote innovative and effective career readiness and community re-entry programs within Florida's correctional system. FFCE will enhance opportunities for Florida's returning citizen re-entry, job training programs, online and classroom academic training and wellness programs.

The Foundation aims to bridge the gap between community resources and re-entry needs by connecting private and public partners, thereby increasing investment in public Correctional re-entry and workforce training programs supporting public safety and healthy Florida communities.

PREAMBLE

1. It is essential to the proper conduct and operation of the Foundation that its board members, officers, and employees be independent and impartial and that their position not be used for private gain. Therefore, the Florida Legislature in Section 112.313, Florida Statutes, requires that the law protect against any conflict of interest and establish standards for the conduct of FFCE board members, officers, and employees in situations where conflicts may exist.
2. FFCE hereby adopts the policy of the State that no DSO board member, officer, or employee shall have any interest, financial or otherwise, direct or indirect, or incur any obligation of any nature which is in substantial conflict with the proper discharge of his or her duties for the DSO. To implement this policy and strengthen the faith and confidence of the people in Direct Support Organizations, there is enacted a code of ethics setting forth standards of conduct required of the Florida Foundation for Correctional Excellence board members, officers, and employees in the performance of their official duties.

STANDARDS

The following standards of conduct are enumerated in Chapter 112, Fla. Stat., and are required by Section 112.313, Florida Statutes, to be observed by FFCE board members, officers and employees.

1. Prohibition of Solicitation or Acceptance of Gifts

No FFCE board member, officer, or employee 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 has reason to believe is made or offered with the intent or understanding that the vote, official duty or action, or judgment of the FFCE board member, officer, or employee would be influenced thereby.

2. Prohibition of Accepting Compensation Given to Influence a Vote

No FFCE board member, officer, or employee 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, with reasonable care, should know that it was given to influence a vote or other action in which the FFCE board member, officer, or employee was expected to participate in his or her official capacity.

3. Salary and Expenses

No FFCE board member or officer shall be prohibited from voting on a matter affecting his or her salary, expenses, or other compensation as a FFCE board member or officer, as provided by law.

As a 501(c) (3) not-for-profit corporation, no distributions shall be made to any FFCE board member or officer. FFCE board members and officers may receive reasonable compensation for services rendered as authorized under Section 617.0505, Florida Statutes.

4. Prohibition of Misuse of Position

A FFCE board member, officer, or employee 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

No current or former FFCE board member, officer, or employee 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

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

7. Prohibition to Employees Holding Office

No person may be both a DSO employee and a DSO board member at the same time.

8. Requirements to Abstain from Voting

No FFCE 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 or 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), 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 in the minutes.

If it is not possible for the FFCE 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 FFCE Code of Ethics

Failure of a FFCE board member, officer, or employee to observe the Code of Ethics may result in the removal of that person from their position.

BOARD AFFIRMATION

The Board of Directors of the Florida Foundation for Correctional Excellence requires ethical conduct of all members of the Board. Each Board Member holds an important role in assuring that the highest standards of ethical practice are implemented in support of the Foundation's mission. As a member of the Florida Foundation for Correctional Excellence Board of Directors, I verify and affirm that:

1. I have received a copy of the Code of Ethics and that I will follow the Code of Ethics as defined by Florida Statutes § 112.3251.
2. I have received a copy of Chapter 286, 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, 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 Chair 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, and with due care, competence, and 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 membership on the Board except when authorized or otherwise legally obligated to disclose. Confidential information acquired in the course of my membership on the Board shall not be used for personal advantage.

10. I will responsibly use and control assets and other resources entrusted to me.

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

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