

EFFECTIVE DATES

Art.	Title	Resolution No.	Approval Date
1	CFX Code of Ethics	2024-441	September 12, 2024

CONTENTS

ARTICLE 1: CFX CODE OF ETHICS 3-1

Division I: General Provisions 3-1

Section 3.1 Title 3-1

Section 3.2 Authority 3-1

Section 3.3 Statement of Policy 3-1

Section 3.4 Definitions 3-2

Division II: CFX Requirements 3-4

Section 3.5 Adoption of Section 348.753(6)-(15), Florida Statutes 3-4

Section 3.6 CFX Potential Conflict Disclosure Form 3-5

Section 3.7 Financial Disclosure for Committee Members 3-6

Section 3.8 Consultant Conflicts of Interest 3-7

Section 3.9 Public Officer Voting Requirements 3-8

Section 3.10 Political Activity 3-8

Division III: Florida Code of Ethics Requirements 3-9

Section 3.11 Financial Disclosure Forms 3-9

Section 3.12 Gift Disclosure Forms 3-9

Section 3.13 Unauthorized Compensation 3-10

Section 3.14 Disclosure or Use of Certain Information 3-11

Section 3.15 Public Officer Voting Requirements 3-11

Division IV: Guidance 3-12

Section 3.16 Ethics Officer Guidance 3-12

Section 3.17 Training Requirements 3-12

Section 3.18 Reporting of Violations 3-13

ARTICLE 1: CFX CODE OF ETHICS

Resolution No. 2024-441

Approval Date: September 12, 2024

Division I: General Provisions

Section 3.1 Title

3.1.1 The provisions of this Article shall be known and cited as the “**CFX Code of Ethics**”.

Section 3.2 Authority

3.2.1 This CFX Code of Ethics is adopted pursuant to Section 112.326, Florida Statutes, which authorizes the Governing Board (“**Board**”) of the Central Florida Expressway Authority (“**CFX**”) to impose upon its own officers and employees additional or more stringent standards of conduct and disclosure requirements than those specified under Chapter 112, Part III, Florida Statutes (“**Florida Code of Ethics**”), provided that such standards of conduct and disclosure requirements do not otherwise conflict with the provisions of such part.

3.2.2 Subsections (6) through (15) of Section 348.753, Florida Statutes, sets forth certain ethical standards with which Public Officers, Consultants, and employees of CFX are required to comply. Such provisions include a requirement that this CFX Code of Ethics be reviewed and updated by the Ethics Officer and presented for Board approval every two years.

Section 3.3 Statement of Policy

3.3.1 The Board hereby recognizes the following:

- (A) CFX operates for the benefit of the public;
- (B) It is imperative that CFX conducts its business in accordance with the highest standards of ethics; and
- (C) CFX is governed by the requirements and standards set forth in the Florida Code of Ethics and the ethical standards set forth in subsections (6) through (15) of Section 348.753, Florida Statutes.

3.3.2 The Board hereby adopts this CFX Code of Ethics, which governs all Public Officers, employees, and Consultants in the performance of their duties and obligations to CFX.

3.3.3 While this CFX Code of Ethics provides guidance regarding compliance with certain provisions of the Florida Code of Ethics as they apply to Public Officers, employees, and Consultants of CFX, nothing herein is intended to relieve any such individual from:

- (A) Their individual responsibility to review, understand, and comply with all applicable provisions of the Florida Code of Ethics; and/or
- (B) Their individual obligations to comply with any other ethical requirements to which they are bound (e.g., applicable local government policies, professional licensing requirements, etc.).

- 3.3.4 This CFX Code of Ethics shall serve as the standard for official conduct and is intended to supplement the Florida Code of Ethics and/or any other ethical requirements to which an individual Public Officer, employee, or Consultant of CFX may be bound.
- 3.3.5 In the event of a conflict between this CFX Code of Ethics, the Florida Code of Ethics, and any other ethical requirements to which a Public Officer, employee, or Consultant of CFX is bound, the most restrictive provision applicable to individual in question shall control.
- 3.3.6 This CFX Code of Ethics shall be posted on CFX's website in its entirety.

Section 3.4 Definitions

- 3.4.1 Wherever used in this Article, the following terms shall have the following meanings indicated, unless context provides otherwise, and such meanings will apply to both the singular and plural thereof:
- (A) “**Board Member**” shall mean a member of the Governing Board of CFX.
 - (B) “**Business Associate**” shall have the meaning provided in Section 112.312(4), Florida Statutes, specifically, it shall mean “. . . any person or entity engaged in carrying on a business enterprise with a public officer, public employee, or candidate as a partner, joint venturer, corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or co-owner of property” and shall additionally include any person or entity engaged in or carrying on a business enterprise, any contractual relationship, employment relationship or otherwise engaging in common investment with a Public Officer as a principal, partner, member, shareholder, owner, co-owner, joint venture partner, or other investor, whether directly or indirectly, whether through a business entity or through interlocking parent entities, subsidiary entities, or other business or investment scheme, structure, or venture of any nature.
 - (C) “**Committee Member**” shall mean a person appointed by a Board Member to serve on any committee established by the Board.
 - (D) “**Consultant**” shall mean a person or firm who provides to CFX:
 - (1) *Professional Services*, as defined in Section 287.055, Florida Statutes. More specifically, those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of the State of Florida, or those performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper in connection with his or her professional employment or practice; and/or
 - (2) *Specialized Services*, more specifically, those services the value of which are substantially measured by professional competence of the person or entity performing them and which are not susceptible to realistic evaluation/assessment by cost of services alone. “Specialized Services” shall include without limitation services customarily rendered by attorneys, certified public accountants, insurance and/or financial personnel, public relations firms, legislative advisors, and/or systems planning and management advisors.

The Ethics Officer, using their sole discretion, shall be the final arbiter as to whether a person or firm meets this definition of “Consultant”.

- (E) “**Ethics Officer**” shall mean CFX’s General Counsel as designated in Section 348.753(7), Florida Statutes.
- (F) “**Public Officer**” shall have the same meaning as provided in Section 112.313(1), Florida Statutes, more specifically, it shall mean “. . . any person elected or appointed to hold office . . .” for CFX “. . . including any person serving on an advisory body” and shall include without limitation all Board Members and Committee Members, but shall not include members of staff-created committees (e.g., procurement selection committees, etc.).
- (G) “**Registered Lobbyist**” shall mean any person who:
- (1) Engages in lobbying for compensation for an entity other than their employer or for any entity including their employer if a principal function of his or her position is lobbying or governmental relations; and/or
 - (2) Is registered as a lobbyist with any local jurisdiction represented on the Board.
- (H) “**Reporting Individual**” shall mean any individual who is required to, in accordance with applicable Florida Law and/or **Section 3.11: Financial Disclosure Forms** below, annually file with the Florida Commission on Ethics either:
- (1) Full and public disclosures of their financial interests (by use of **Form 6: Full and Public Disclosure of Financial Interests**); or
 - (2) Statements of financial interests (by use of **Form 1: Statement of Financial Interests**).
- (I) “**Relative**” shall be as defined in Section 112.312(21), Florida Statutes, and, more specifically, shall mean an individual who is related to the subject Public Officer, employee, or Consultant as:
- (1) Father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece;
 - (2) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law;
 - (3) Stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister;
 - (4) Grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild;
 - (5) Person who is engaged to be married to the subject Public Officer, employee, or Consultant, or who otherwise holds themselves out as or is generally known as the person whom the subject Public Officer, employee, or Consultant intends to marry or with whom the subject Public Officer, employee, or Consultant intends to form a household; or
 - (6) Any other natural person having the same legal residence as the subject Public Officer, employee, or Consultant.

Division II: CFX Requirements

Section 3.5 Adoption of Section 348.753(6)-(15), Florida Statutes

3.5.1 Section 348.753(6)-(15), Florida Statutes, sets forth the following requirements with which all Public Officers, employees, and Consultants must comply:

“Section 348.753 Central Florida Expressway Authority. –

*** * ***

- (6) A [Board Member] or the Executive Director of [CFX] may not:
 - (a) Personally represent another person or entity for compensation before [CFX] for a period of 2 years following vacation of his or her position.
 - (b) After retirement or termination, have an employment or contractual relationship with a business entity other than an agency as defined in Section 112.312, Florida Statutes, in connection with a contract in which the [Board Member] or Executive Director personally and substantially participated in through decision, approval, disapproval, recommendation, rendering of advice, or investigation while he or she was a [Board Member] or employee of [CFX].
- (7) [CFX's] General Counsel shall serve as [CFX's] Ethics Officer.
- (8) [Board Members], employees, and Consultants who hold positions that may influence [CFX] decisions shall refrain from engaging in any relationship that may adversely affect their judgment in carrying out [CFX] business. To prevent such conflicts of interest and preserve the integrity and transparency of [CFX] to the public, the following disclosures must be made annually on a disclosure form:
 - (a) Any relationship a [Board Member], employee, or Consultant has which affords a current or future financial benefit to such [Board Member], employee, or Consultant, or to a Relative or Business Associate of such [Board Member], employee, or Consultant, and which a reasonable person would conclude has the potential to create a prohibited conflict of interest. As used in this subsection, the term “relative” has the same meaning as in [Section 112.312, Florida Statutes].
 - (b) Whether a Relative of a [Board Member], employee, or Consultant is a Registered Lobbyist, and if so, the names of the lobbyist's clients. Such names shall be provided in writing to the Ethics Officer.
 - (c) Any and all interests in real property that a [Board Member], employee, or Consultant has, or that a Relative, principal, client, or Business Associate of such

Board Member, employee, or Consultant has, if such real property is located within, or within a one-half mile radius of, any actual or prospective [CFX] roadway project. The Executive Director shall provide a corridor map and a property ownership list reflecting the ownership of all real property within the disclosure area, or an alignment map with a list of associated owners, to all [Board Members], employees, and Consultants.

- (9) The disclosure forms required under subsection (8) must be reviewed by the Ethics Officer or, if a form is filed by the General Counsel, by the Executive Director.
- (10) The conflict of interest process shall be outlined in [CFX's] code of ethics.
- (11) [CFX] employees and Consultants are prohibited from serving on the governing body of [CFX] while employed by or under contract with [CFX].
- (12) The code of ethics policy shall be reviewed and updated by the Ethics Officer and presented for board approval at a minimum of once every 2 years.
- (13) Employees shall be adequately informed and trained on the Code of Ethics and shall continually participate in ongoing ethics education.
- (14) The requirements in subsections (6)-(13) are in addition to the requirements that the [Board Members] and the Executive Director of [CFX] are required to follow under [Chapter 112, Florida Statutes].
- (15) Violations of subsections (6), (8), and (11) are punishable in accordance with [Section 112.317, Florida Statutes]."

3.5.2 It is hereby the policy of the Board that:

- (A) The above provisions of Section 348.753(6)-(15), Florida Statutes, are adopted, incorporated into this CFX Code of Ethics, and shall apply equally to all Public Officers in the same manner they apply to Board Members; and
- (B) In addition to the prohibition from serving on the Board as provided in Section 348.753(11), Florida Statutes, CFX employees and Consultants are prohibited from serving on any CFX committee with the exception of staff-created committees (e.g., procurement selection committees, etc.).

Section 3.6 CFX Potential Conflict Disclosure Form

3.6.1 To prevent conflicts of interest and preserve the integrity and transparency of CFX to the public, the following disclosures must be made annually on a disclosure form provided by CFX:

- (A) Any relationship a Public Officer, employee, or Consultant has which affords a current or future financial benefit to such Public Officer, employee, or Consultant, or to a Relative or Business Associate of such Public Officer, employee, or Consultant, and which a

reasonable person would conclude has the potential to create a prohibited conflict of interest.

- (B) Whether a Relative of a Public Officer, employee, or Consultant is a Registered Lobbyist, and if so, the names of the lobbyist's clients. Such names shall be provided in writing to the Ethics Officer.
- (C) Any and all interests in real property that a Public Officer, employee, or Consultant has, or that a Relative, principal, client, or Business Associate of such Public Officer, employee, or Consultant has, if such real property is located within, or within a one-half mile radius of, any actual or prospective CFX project.

3.6.2 CFX shall annually provide a corridor map and a property ownership list reflecting the ownership of all real property within the disclosure area, or an alignment map with a list of associated owners to all Public Officers, employees, and Consultants.

3.6.3 Filing Requirement

(A) **Public Officers and Employees.** Each Public Officer and CFX employee shall complete and file with the individual designated by the Ethics Officer a **CFX-100: Potential Conflict Disclosure Form** at each of the following times:

- (1) Upon appointment or hire;
- (2) Upon the occurrence of an event that requires disclosure; and
- (3) Annually by July 1 each year thereafter. A grace period is in effect until September 1.

(B) Consultants

(1) Each Consultant shall complete and file with the individual designated by the Ethics Officer a **CFX-110: Potential Conflict Disclosure Form** at each of the following times:

- (a) Prior to the execution of a contract and/or provision of services to CFX;
- (b) Upon the occurrence of an event that requires disclosure; and
- (c) Annually by July 1 each year. A grace period is in effect until September 1.

(2) CFX reserves the right to terminate the services of any Consultant who fails to timely submit a **CFX-110: Potential Conflict Disclosure Form**, regardless as to whether such termination is otherwise contemplated in the provisions of any contract existing between CFX and such Consultant.

3.6.4 The Ethics Officer shall be responsible for ensuring that the contents of both CFX Potential Conflict Disclosure Forms discussed above conform with this policy and the applicable provisions of Florida law.

Section 3.7 Financial Disclosure for Committee Members

3.7.1 Committee Members shall be considered "local officers" in accordance with Section 112.3145(1)(a)2.f., Florida Statutes, and therefore are required to file **Form 1: Statement of Financial Interest** in accordance with Section 112.3145(2)(b), Florida Statutes.

- 3.7.2 Committee Members are required to file Form 1 electronically with the Florida Commission on Ethics annually by July 1 of each year. A grace period is in effect until September 1.

Section 3.8 Consultant Conflicts of Interest

3.8.1 Judicial, Administrative, and/or Adverse Proceedings

- (A) CFX deems it to be a conflict when a Consultant, including without limitation outside legal counsel and expert witnesses, represents another party in any judicial, administrative, or otherwise adverse proceeding to which CFX is a party or has an interest and the interest of such client is or foreseeably may become adverse to CFX's.
- (B) For the purposes of this provision, "proceeding" shall not be limited to formal proceedings but shall additionally include any matter in which CFX's interests are or could foreseeably become in conflict with the interests of another party that the Consultant represents (e.g., pre-suit or post-suit work, contractual disputes, and real property negotiations, etc.).
- (C) Any such conflict must:
 - (1) Be disclosed on the CFX-provided disclosure form;
 - (2) May only be waived by the Board; and
 - (3) Unless waived by the Board, shall result in termination of the Consultant's services to CFX regardless as to whether such termination is otherwise contemplated in the provisions of any contract existing between CFX and such Consultant.

- 3.8.2 Imputation of Conflicts of Interest. While Consultants are associated in an entity or firm, none of them may knowingly represent another party when any one of them practicing alone would be prohibited from doing so under **Subsection 3.8.1** above.

3.8.3 Limited Delegation to Ethics Officer

- (A) The foregoing provisions of this Section notwithstanding, the Ethics Officer, or the designee thereof, with the concurrence of the Executive Director, is hereby delegated the limited authority to waive conflicts of interests that occur as a result of **Subsection 3.8.2** above under the following circumstances:
 - (1) The subject matter for which the imputed member of a shared entity or firm represents a client whose interest is or could foreseeably become adverse to CFX is wholly and distinctly different from the representation provided by the Consultant to CFX;
 - (2) The Consultant provides written assurances that internal measures have been adopted by the entity or firm to ensure that information gained while representing CFX is not shared or leaked to any person or part of the firm or entity who is representing a client with any interest that is, or foreseeably could become, adverse to the interest of CFX; and
 - (3) The representation is not prohibited by law.
- (B) Nothing in this provision should be construed as granting any entitlement to such a conflict waiver by the Ethics Officer. The Ethics Officer shall have the sole discretion in making any such waiver determinations and may bring forth any such waiver requests to the Board if they deem so-doing to be appropriate.

Section 3.9 Public Officer Voting Requirements

3.9.1 **Voting Disclosure Requirements.** In accordance with this CFX Code of Ethics, Public Officers must, in addition to the State voting disclosure requirements as found in Section 112.3143, Florida Statutes, disclose when:

- (A) They are a Business Associate of any person bringing a matter before the board/committee on which they sit; or
- (B) A matter before the board/committee on which they sit will benefit any person with whom they knowingly were a Business Associate in the previous two-year period.

3.9.2 Voting Abstention Requirements

(A) In accordance with this CFX Code of Ethics, Public Officers must, in addition to the State voting abstention requirements as found Section 112.3143, Florida Statutes, abstain from voting on any matter coming before the board/committee on which they sit, if:

- (1) The matter is brought by or benefits a person with whom they knowingly are a Business Associate at the time of the vote; or
 - (2) The matter is brought by or benefits a person with whom they knowingly were a Business Associate within the two-year period prior to the matter coming before the applicable board/committee.
- (B) The basis for abstaining from the vote shall be “an appearance or perception of conflict” and the Public Officer shall:
- (1) Prior to the vote being taken, publicly state to the assembly the nature of their interest in the matter from which they are abstaining from voting; and
 - (2) Within 15 days after the vote occurs, disclose the nature of their interest as a public record by use of Form 8-B, which must be filed with the person responsible for recording the minutes of the meeting. Any such Form 8-B shall be incorporated into the minutes of the meeting at which they abstained.

Section 3.10 Political Activity

3.10.1 The Board hereby adopts Section 104.31, Florida Statutes, as may be amended from time to time, and hereby makes it applicable to CFX and incorporates it herein as though fully set forth in this CFX Code of Ethics.

3.10.2 More specifically, no Public Officer or employee of CFX shall use their official authority or influence for the purpose of:

- (A) Interfering with an election or a nomination of office or coercing or influencing another person's vote or affecting the result thereof.
- (B) Directly or indirectly coercing or attempting to coerce, command, or advise any other officer or employee to pay, lend, or contribute any part of his or her salary, or any money, or anything else of value to any party, committee, organization, agency, or person for political purposes. (Nothing in this paragraph prohibits an employee from suggesting to another employee in a noncoercive manner that they may voluntarily contribute to a fund which is

administered by a party, committee, organization, agency, person, labor union or other employee organization for political purposes).

- (C) Directly or indirectly coercing or attempting to coerce, command, or advise any such other officer or employee as to where they might purchase commodities or interfering in any other way with the personal right of such other officer or employee.

3.10.3 The provisions of Section 104.31, Florida Statutes, shall not be construed so as to prevent any person from becoming a candidate for and actively campaigning for any elective office in this state. All such persons shall retain the right to vote as they may choose and to express their opinions on all political subjects and candidates. For more information, see Section 104.31, Florida Statutes.

Division III: Florida Code of Ethics Requirements

Section 3.11 Financial Disclosure Forms

3.11.1 **Form 1: Statement of Financial Interest** shall be filed electronically with the Florida Commission on Ethics in accordance with Section 112.3145(2)(b), Florida Statutes, each year and as otherwise provided by law, by the following individuals:

- (A) CFX's Executive Director and Chief Financial Officer;
- (B) Any CFX employee/purchasing agent having the authority to make, on behalf of CFX, a purchase exceeding the threshold amount provided for in Section 287.017, Florida Statutes, for CATEGORY TWO (which, at the time of adoption of this provision, is \$35,000.00);
- (C) Any other individuals as required by applicable Florida law or elsewhere in this CFX Code of Ethics; and
- (D) Committee Members, as provided in **Section 3.7: Financial Disclosure for Committee Members** above.

3.11.2 Board Members are required to file **Form 6: Full and Public Disclosure of Financial Interests** electronically with the Florida Commission on Ethics in accordance with Section 112.3144(1)(b), Florida Statutes, each year and as otherwise provided by law.

3.11.3 Any individual hereunder required to file either a Form 1 or a Form 6 must annually do so by July 1 of each year. A grace period is in effect until September 1.

Section 3.12 Gift Disclosure Forms

3.12.1 Reporting Individuals, as defined in **Subsection 3.4.1(H)** above, are prohibited from:

- (A) Soliciting any gift from a vendor doing business with CFX, a political committee as defined in Section 106.011, Florida Statutes, or a lobbyist who lobbies CFX, or the partner, firm, employer, or principal of such lobbyist, where such gift is for the personal benefit of the Reporting Individual, another Reporting Individual, or any member of the immediate family (i.e., parent, spouse, child, or sibling) of the Reporting Individual.

- (B) From knowingly accepting, directly or indirectly, a gift from a vendor doing business with CFX, a political committee as defined in Section 106.011, Florida Statutes, or a lobbyist who lobbies CFX, or directly or indirectly on behalf of the partner, firm, employer, or principal of a lobbyist, if they know or reasonably believe that the gift has a value in excess of \$100; however, such a gift may be accepted by such person on behalf of a governmental entity or a charitable organization. If the gift is accepted on behalf of a governmental entity or charitable organization, the person receiving the gift shall not maintain custody of the gift for any period of time beyond that reasonably necessary to arrange for the transfer of custody and ownership of the gift.

3.12.2 The foregoing notwithstanding:

- (A) A Reporting Individual may accept a gift having a value in excess of \$100 from an entity of the legislative or judicial branch, a department or commission of the executive branch, a water management district created pursuant to Section 373.069, Florida Statutes, South Florida Regional Transportation Authority, a county, a municipality, an airport authority, or a school board if a public purpose can be shown for the gift.
- (B) Any Reporting Individual who has received any such gifts is required, annually and no later than by July 1, to electronically file **Form 10: Annual Disclosure of Gifts from Governmental Agencies and Direct-Support Organizations and Honorarium Event Related Expenses** with the Florida Commission of Ethics to disclose any applicable gifts received. There is no requirement to file Form 10 unless there is an applicable gift to report within the year prior to the July 1 filing date.

3.12.3 In accordance with Section 112.3148(8), Florida Statutes, each Reporting Individual is required to file **Form 9: Quarterly Gift Disclosure (Gifts Over \$100)**, not later than the last day of each calendar quarter (i.e., March 31, June 30, September 30, or December 31), for the previous calendar quarter, containing a list of gifts which they believe to be in excess of \$100 in value, if any, accepted by them, for which they did not provide compensation to the donor within 90 days of receipt of the gift to reduce the value to \$100 or less, except the following:

- (A) Gifts from Relatives, as defined in **Subsection 3.4.1(I)** above;
- (B) Gifts which the Reporting Individual are prohibited from accepting by Sections 112.313(4) and 112.3148(4), Florida Statutes.
- (C) Gifts that instead need to be disclosed using Form 10, as discussed above.

There is no requirement to file Form 9 unless there is an applicable gift to report within the preceding quarter.

Section 3.13 Unauthorized Compensation

- 3.13.1 For the purposes of this Section and **Section 3.14: Disclosure or Use of Certain Information** below, “attorney of CFX” shall have the same meaning as “local government attorney” as provided in Section 112.313(16), Florida Statutes.
- 3.13.2 In accordance with Section 112.313(4), Florida Statutes, no Public Officer, employee, or attorney of CFX, or their spouse or minor child shall, at any time, accept any compensation, payment, or thing of value when such Public Officer, employee, or attorney of CFX knows, or, with the exercise of reasonable care, should know, that it was given to influence a vote or other action in

which the Public Officer, employee, or attorney of CFX was expected to participate in their official capacity.

Section 3.14 Disclosure or Use of Certain Information

- 3.14.1 A current or former Public Officer, employee, or attorney of CFX may not disclose or use information not available to members of the general public and gained by reason of their official position, except for information relating exclusively to CFX practices, for their personal gain or benefit or for the personal gain or benefit of any other person or business entity.

Section 3.15 Public Officer Voting Requirements

3.15.1 Requirement to Vote

- (A) In accordance with Section 286.012, Florida Statutes, Public Officers who are present at a meeting at which an official decision, ruling, or other official act is to be taken or adopted by the board/committee on which they sit may generally not abstain from voting in regard to any such decision, ruling, or act.
- (B) An exception to such mandatory voting requirement exists with respect to any Public Officer should there be or appear to be a possible conflict of interest under Sections 112.311, 112.313, 112.3143, Florida Statutes, or additional or more stringent standards or conduct, such as this CFX Code of Ethics.

3.15.2 Voting Disclosure Requirements

- (A) Public Officers are required to publicly disclose conflicts of interest as provided in Section 112.3143, Florida Statutes. More specifically:
- (1) Without disclosing the nature of their interest in the matter, no Public Officer shall "participate", defined as any attempt to influence the decision by oral or written communication made by the Public Officer or at their direction, in any matter:
- (a) Which would inure to their own special private gain or loss;
- (b) Which they know would inure to the special private gain or loss of any principal by whom they are retained or to the parent organization or subsidiary of a corporate principal by which they are retained; or
- (c) Which they know would inure to the special private gain or loss of a Relative or Business Associate of the Public Officer.
- (2) Such disclosure shall be made by use of **Form 8-B: Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers**, which must be filed with the person responsible for recording the minutes of the applicable board/committee meeting prior to the meeting in which consideration of the matter will take place and shall be incorporated into the minutes. Any such Form 8-B filed shall become a public record upon filing, shall immediately be provided to the other members of the agency, and shall be read publicly at the next meeting held subsequent to the filing of the Form 8-B.
- (3) In the event that such disclosure has not been made prior to the meeting or that any conflict is unknown prior to the meeting, the disclosure shall be made orally at the meeting when it becomes known that a conflict exists. A Form 8-B disclosing the

nature of the conflict shall then be filed within 15 days after the oral disclosure with the person responsible for recording the minutes of the meeting and shall be incorporated into the minutes of the meeting at which the oral disclosure was made. Any such Form 8-B filed shall become a public record upon filing, shall immediately be provided to the other members of the agency, and shall be read publicly at the next meeting held subsequent to the filing of the Form 8-B.

- 3.15.3 **Voting Abstention Requirements.** Public Officers are required to abstain from voting due to conflicts of interest as provided in Section 112.3143, Florida Statutes. More specifically:
- (A) No Public Officer shall vote in an official capacity upon any measure:
 - (1) Which would inure to their special private gain or loss;
 - (2) Which they know would inure to the special private gain or loss of any principal by whom they are retained or to the parent organization or subsidiary of a corporate principal by which they are retained, other than an agency as defined in Section 112.312(2), Florida Statutes; or
 - (3) Which they know would inure to the special private gain or loss of a Relative or Business Associate of the Public Officer.
 - (B) Any such Public Officer shall:
 - (1) Prior to the vote being taken, publicly state to the assembly the nature of their interest in the matter from which they are abstaining from voting, and
 - (2) Within 15 days after the vote occurs, disclose the nature of their 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.

Division IV: Guidance

Section 3.16 Ethics Officer Guidance

- 3.16.1 Any Public Officer or employee who is in doubt regarding the applicability of this CFX Code of Ethics may seek written guidance from the Ethics Officer concerning the applicability of this CFX Code of Ethics or any provision herein.
- 3.16.2 The foregoing notwithstanding, any guidance provided by the Ethics Officer to a Public Officer as to any specific statutory or regulatory conflict of interest or public ethics requirement may be relied upon by such Public Officer only to the extent applicable to the specific CFX-office they hold.
- 3.16.3 Public Officers holding multiple public offices shall seek guidance regarding the applicability of statutory or regulatory conflict of interest and/or public ethics requirements from the Florida Commission on Ethics.

Section 3.17 Training Requirements

- 3.17.1 In accordance with Section 348.753(13), CFX employees shall be adequately informed and trained on the CFX Code of Ethics and continually participate in ongoing ethics education.

- 3.17.2 All new Public Officers and employees shall be provided an orientation which includes detailed briefings on this CFX Code of Ethics; Florida's Government in the Sunshine Law, and Public Records.

Section 3.18 Reporting of Violations

- 3.18.1 CFX shall establish and maintain a system of accepting anonymous reports of violations of this CFX Code of Ethics, as well as any suspected unethical, unsafe, or illegal acts or behavior by use of a third-party system administered by a vendor.
- 3.18.2 The Ethics Officer shall be responsible for investigating and filing a report in response to each anonymous report submitted through such system, except in circumstances where the Ethics Officer is the subject of any such anonymous report, at which point a third-party investigator hired by CFX shall be responsible for investigating and filing such report.
- 3.18.3 The Ethics Officer may delegate their responsibility to investigate and file a report to their designee, or to an independent consultant hired by CFX, should the Ethics Officer deem doing so to be appropriate.
- 3.18.4 All Public Officers, employees, and Consultants of CFX shall be conspicuously provided information regarding how to use the anonymous reporting system without fear of retaliation.