

**OBJECTIVE** To prescribe a uniform policy for prevention of conflict of interest, acceptance of Outside Employment and/or Gratuities and divulgence of information.

**METHOD OF  
OPERATIONS**

**Definitions** **Airport Employer:** Entity that engages in business with the Aviation Authority and/or entity engaged in business at Orlando International or Orlando Executive Airport.

**Employee.** An individual who occupies a regular or temporary Aviation Authority appointed or classified position, or is in any way employed by the Aviation Authority on a salaried or hourly basis.

**Gratuities.** A gift, favor, reward, entertainment, loan, or other items of monetary value tendered to an Employee by any source other than the Aviation Authority.

**Outside Employment.** Employment in addition to an Employee's job with the Aviation Authority, including self-employment, unpaid positions, i.e. internships.

**Member of the Authority Board.** A person who serves by election or appointment on the Board of the Aviation Authority.

**Senior Executive.** Executive management classification above Director level.

**Florida Statutes** Florida Statutes (the Conflict of Interest Laws), are applicable to all Members of the Authority Board and Employees.

The declared policy of this law is to prohibit any Member of the Authority Board or Employee from having any interest in, or engaging in, any business or transaction, or from incurring any obligation "which is in substantial conflict with the proper discharge of duties in the public interest."

The law prohibits the acceptance by any Member of the Authority Board or Employee of "any gift, favor, or service that might reasonably tend to improperly influence him in the discharge of his official duties."

If an Employee of the Aviation Authority is an officer, director, partner, proprietor, associate, or general agent (other than a resident

agent solely for service of process) or material interest holder of any business entity in the State of Florida, he/she shall file a statement disclosing such facts with the Orange County supervisor of Elections.

A further explanation of this statute can be found under “Statement of Interest in Business Entities by Aviation Authority Officers and Employees,” below.

The law further prohibits any Member of the Authority Board or Employee from:

- using or attempting to use the official position to secure special privileges or exemptions for him/herself or others,
- accepting employment or engaging in any business or professional activity that might reasonably be expected to require or induce the disclosure of confidential information acquired by the Member of the Authority Board or Employee by reason of official position,
- disclosing to others or using any confidential information gained by means of official position for personal benefit,
- accepting other employment that might impair the independence or judgment of the Member of the Authority Board or Employee in the performance of public duty,
- receiving any compensation for official services to the Aviation Authority from any source other than the Aviation Authority,
- transacting any business in an official capacity of the Aviation Authority with any other business entity of which the Member of the Authority Board or Employee is an officer, director, agent, member, or who owns a controlling interest,
- having personal investments in any enterprise that will create a substantial conflict between private interests and public interest.

**General**

This procedure is not intended to prevent any Member of the Authority Board or Employee from accepting lawful private employment. It is not intended to prevent any pursuit that does not interfere with the full and faithful discharge of public duties.

All persons who fall within the categories of “state officers”, “local officers/employees”, “specified state employees”, as well as candidates for elective state or local office, are required to file

Commission on Ethics Form 1 within 30 days of the date of appointment or beginning of employment. Thereafter, filing is due by July 1<sup>st</sup> each calendar year. Failure to file by September 1 of any calendar year is subject to a fine of up to \$1,500.00. A public official leaving his/her position is required to file a final disclosure that covers the period between January 1st and the last day of office or employment. Filing is due within 60 days of leaving the public office or employment position.

The procedure prescribes appropriate standards of ethical conduct for Members of the Authority Board and all Employees of the Aviation Authority. Members of the Authority Board and Employees should avoid any action, whether specifically prohibited or not, that might result in or create the appearance of:

- using public office for private gain,
- offering preferential treatment to any person,
- impeding Aviation Authority efficiency or economy,
- losing complete independence or impartiality,
- making an Authority decision outside of official channels,
- adversely affecting the public's confidence in the integrity of the Aviation Authority.

## **POLICY**

### **Employment of Relatives**

Refer to Policy 201.05, Employment and Placement of Relatives.

### **Outside Employment**

An Employee may not accept Outside Employment or engage in any private business if the Outside Employment or private business interferes with the normal conduct of the Employee's position. If a new Employee is currently working for another employer and wants to keep that position while working for the Aviation Authority, the new Employee shall seek authorization to retain that employment.

Form 204.01.2 (Request for Outside Employment) shall be submitted for review and authorization prior to an Employee accepting, continuing or engaging in Outside Employment.

If an Employee is seeking authorization to accept or continue employment with another Airport Employer, the Request for Outside Employment form shall also be reviewed by the Aviation Authority

Security Department. Employment with another Airport Employer may be deemed a conflict of interest and therefore may not be authorized.

It is the Employee's responsibility to ensure authorization for Outside Employment is obtained prior to accepting, engaging in, or continuing Outside Employment.

A copy of the request will be filed in the Employee's personnel folder. The Employee will be notified of the final disposition of the request by the Human Resources department. If the request is denied, the Employee may appeal the decision to the Senior Executive of his/her department or a designee.

### **Gratuities**

No Member of the Authority Board or Employee may directly or indirectly solicit any Gratuity from a person, firm, or corporation who has sought or is seeking to obtain contractual or other business or financial gain from the Aviation Authority, who conducts operations or activities that are regulated by the Aviation Authority, or who has interests that may be substantially affected by the performance or non-performance of the Employee's official duty.

Exceptions to the acceptance of Gratuities include:

- situations of family or personal relationships, i.e., parents, children, or spouse of the Employee, in which the circumstances clearly indicate it is those relationships that motivate rather than the business connections of an Employee or Member of the Authority Board,
- acceptance of meals of nominal value, or infrequent occasions, and in the normal course of a business meeting, annual business receptions, conferences, seminars, or inspection tours, when the Member of the Authority Board or an Employee is properly in attendance,
- acceptance of loans from banks or other financial institutions on customary terms to finance proper and usual activities, such as home mortgage loans,
- acceptance of unsolicited advertising or promotional materials such as pens, pencils, note pads, calendars, and similar items. Such material shall be prominently identified as advertising or promotional material and have a retail value of less than \$25.00,
- rewards or gifts to an Employee as authorized by the Aviation

Authority,

- admission to events to which he/she is invited in an official representative capacity on behalf of the Aviation Authority,
- unsolicited Gratuities of a value up to and including \$100.00, provided that the Employee or Member of the Authority Board and the acceptance do not violate the provisions of Florida Statute 112.313.

In situations where a donor of a gratuity is unknown and the donee is not permitted to keep the gratuity, the gratuity shall be turned over to the Executive Director with a written report of the circumstances of how it was received. The Executive Director makes such disposition of the gratuity as he deems appropriate and in the best interest of the Aviation Authority.

This procedure should not be interpreted to prevent a Member of the Authority Board or an Employee from entering into a bona fide business transaction for the services or goods and materials from a person, firm or corporation who is engaged in business with the Aviation Authority so long as such services, goods and materials are provided for a price and terms available to the general public.

**Divulgence of Information**

No Member of the Authority Board or Employee furnishes any information other than public information that was obtained as a result of employment with the Aviation Authority to gain personal advantage for him/herself or another. This shall not be construed to limit, hinder, or prevent the divulgence or use of information in the performance of official duties, but will prohibit the use of or provision of information that would place the Employee or the recipient in a vantage position over the general public, thereby constituting a violation of public trust.

**Interest in Contract with Aviation Authority**

No Member of the Authority Board may be directly or indirectly employed by any person, firm, or corporation and no Member of the Authority Board may have an interest, directly or indirectly, in any firm or corporation, having any contractual relation with, or rendering for any consideration, services to the Aviation Authority.

No person, firm, or corporation having any contractual relation with, or rendering for any consideration, services to the Aviation Authority may employ directly or indirectly any Member of the Authority Board, nor may any such firm or corporation have as a direct or indirect interested party thereof a Member of the Authority Board.

**Interest in  
Contract with  
Aviation  
Authority-  
Employees of  
the Aviation  
Authority**

No person, firm, or corporation that has a Member of the Board as an employee, or as a direct or indirect interested party therein, may be eligible to be considered to have a contractual relation with or to render for any consideration, services to the Aviation Authority.

No Employee of the Aviation Authority may be directly or indirectly employed by any person, firm, or corporation, nor be directly or indirectly interested in any firm or corporation having, or proposing to have any contractual relation with or rendering, or proposing to render for any consideration, goods or services to the Aviation Authority when the approval, concurrence, decision, recommendation, or advice of the Employee may be sought, obtained, or required in any connection with contract service.

No person, firm, or corporation, having or proposing to have any contractual relationship with, or rendering or proposing to render any consideration, goods or services to the Aviation Authority may employ or have as an interested party, directly or indirectly, any Employee of the Aviation Authority, when the approval, concurrence, decision, recommendation or advice of such Employee may be sought, obtained, or required in connection with such contract or service.

No person, firm, or corporation may be deemed to be proposing to have a contractual relationship with the Aviation Authority or be proposing to render goods or services to the Aviation Authority unless such person, firm, or corporation submits a bid or proposal to the Aviation Authority for any Aviation Authority contract, makes a contractual offer to the Aviation Authority, or requests the Aviation Authority to consider entering a contractual relationship with the person, firm, or corporation.

No former Employee of the Aviation Authority may accept employment with a person, firm or corporation who was awarded a contract by the Aviation Authority for a period of six (6) months after the award of the contract if said former Employee participated in the review or recommendation process that resulted in the award of an Aviation Authority contract to said person, firm or corporation.

No person, firm or corporation may employ a former Employee for a period of six (6) months after leaving the Aviation Authority's employ, if said former Employee participated in the review or recommendation process that resulted in the award of an Aviation Authority contract to said person, firm or corporation.

**Penalty**

Violation by a Member of the Authority Board will be addressed

under Florida Statute 112.317.

Violation of any provision of this procedure by an Employee is sufficient cause for immediate dismissal of the Employee.

Violation of any provision of this policy by a contractor, supplier, or vendor is sufficient cause for the denial of the right of said contractor, supplier, or vendor to bid on or to sell any materials, supplies, equipment, or services to the Aviation Authority for a period of time that is determined by the Executive Director.

Violation of the six (6) months limitation on employment policy may, at the Aviation Authority's option, be treated as an event of default in the contract between the Aviation Authority and the violating person, firm or corporation.

**Statement of  
Interest in  
Business  
Entities**

If a Member of Authority Board or an Employee is an officer, director, partner, proprietor, associate, or general agent, or owns a material interest in any business entity that is legally operating in the State of Florida, he/she files a statement that gives the name, address, and principal business activity of the business entity and states the position with such entity or the material interest and nature of interest held in the entity.

Disclosure of "Interests in Specified Business" is filed on the Commission on Ethics Form No. 1, Part F. The form shall be filed if the business is of the type specified in the instructions for completing Form 1, Part F.

Material interest means direct or indirect ownership of more than five percent (5%) of the total assets or capital stock of any business entity. For the purpose of this procedure, indirect ownership does not include ownership by a spouse or minor child.

New Members of the Authority Board and Employees shall file Form 1, if applicable, within thirty (30) days after taking office or becoming employed by the Aviation Authority.

The statement need not be filed by an appointed officer or Employee who has no interest in a business entity to report; however, if an interest in a business entity is acquired thereafter, a statement shall then be filed.

**Where to File**

This form should be completed, signed, and sent to the Supervisor of Elections of the county in which you are principally employed, or a resident. The Human Resources Department shall be provided a copy

of the completed signed form.

**FORMS**

Commission on Ethics Form No. 1, Statement of Financial Interests.  
Form 204.01.1 – Employee Acknowledgement  
Form 204.01.2 – Request for Outside Employment

**REFERENCE**

Florida Statutes 112.311 through 112.318, “Conflict of Interest Law.

**APPROVAL  
AND UPDATE  
HISTORY**

**Last Approval**

Authority Board: August 20, 2014  
Executive Director: July 28, 2014

**Supersedes**

All Previous

## EMPLOYEE ACKNOWLEDGMENT

To: Human Resources

Subject: Acknowledgment of Policy and Procedure Section 204.01

I have reviewed Policy and Procedure Section 204.01, Code of Ethics and Business Conduct.

I agree to abide by the provisions of this policy.

I understand that if I have questions about the policy or about my rights and responsibilities in regard to this policy, I may contact the Director of Human Resources or the Aviation Authority's General Counsel.

Employee's Name (PRINT): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Request for Outside Employment

Employee Name (Please Print): \_\_\_\_\_

Date of Request: \_\_\_\_\_ Department: \_\_\_\_\_

In accordance with Policy and Procedure Section 204.01, Code of Conduct and Business Ethics, I am requesting authorization to:

- Accept or continue employment with another Airport Employer - *complete sections 1, 2\*, 3*
- Accept or continue employment with a non-Airport Employer - *complete sections 1 and 3*
- Engage in or continue self-employment or an unpaid position- *complete sections 1 and 3*

## Section 1

Employer/Entity Name: \_\_\_\_\_

Employer/Entity Address: \_\_\_\_\_

Job Title: \_\_\_\_\_

Description of duties: \_\_\_\_\_

\_\_\_\_\_

Work days: \_\_\_\_\_ Work Hours: \_\_\_\_\_

Employer/Entity Contact Person: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

- I understand that I may not accept or engage in Outside Employment or any private business if doing so interferes with the normal conduct of my position with GOAA.
- I understand that I am required to seek authorization from the Authority prior to accepting employment or engaging in any private business. If I am requesting authorization to continue employment, I understand that I may have to choose between my GOAA employment and secondary employment should this request be denied.

## Section 2

*\*If I am requesting authorization to accept or continue employment with another Airport Employer, I agree to and understand the following: **Initial each***

\_\_\_\_\_ I shall not be issued a badge with another Airport Employer until this request has been approved.

\_\_\_\_\_ I understand that my access activity for all airport badges issued to me may be periodically reviewed to ensure I am in compliance with the access restrictions associated with each company's badge.

\_\_\_\_\_ I understand that the use of my Aviation Authority badge for non-Aviation Authority business will result in deactivation of all airport badges issued to me and my conduct will be reviewed in accordance with current rules, processes and procedures.

\_\_\_\_\_ I agree to attend a Security briefing regarding my accountability and responsibility for all badges issued to me at time of badge renewal.

\_\_\_\_\_ I understand that all airport badges issued to me may carry the same expiration date. In order to renew my non-Aviation Authority badge, I will be required to provide an updated and approved request form.

\_\_\_\_\_ I understand that I shall not display two badges at the same time.

\_\_\_\_\_ I understand that my rights and access privileges are only those reflected by the badge I am wearing for the job I am working.

\_\_\_\_\_ I understand that I shall keep badges separated when using electronic access control devices to ensure I maintain proper access privileges for the job I am working at the time.

\_\_\_\_\_ I understand that all badges remain the property of the Aviation Authority and shall be surrendered when I am no longer employed by the issuing employer, or should I receive a security violation.

\_\_\_\_\_ I understand that if I change jobs with an employer or if I change employers, I am required to complete an updated request form for authorization.

Security Briefing By:	Date
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### Section 3

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

### GOAA Review/Authorization

Department Management	Date	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Department Director	Date	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Senior Director	Date	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Deputy Executive Director	Date	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Chief Operating Officer	Date	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Human Resource Director	Date	<input type="checkbox"/> Yes	<input type="checkbox"/> No