



## **Ethics Policy**

**Adopted by The Able Trust Board of Directors on 12-12-2014**

### **POLICY STATEMENT**

The Able Trust, legally incorporated as the Florida Endowment Foundation for Vocational Rehabilitation (Foundation) is a public/private 501(c) (3) not-for-profit foundation created by Florida Statute 413.615 and whose mission is to be a key leader in providing Floridians with disabilities opportunities for successful employment. The Able Trust is committed to lawful and ethical behavior in all of its activities and requires officers, directors, volunteers, and employees to act in accordance with all applicable laws, regulations and policies and to observe high standards of business and personal ethics in the conduct of their duties and responsibilities.

### **BOARD OF DIRECTORS**

Members of the Board of Directors are appointed by the Governor of Florida and are therefore considered to be public officers and must adhere to ethics policies stated in Florida Statute 112.313. Board members serve in a volunteer capacity and subscribe to the following:

1. Take no action that could result in personal benefit or is in conflict with the bylaws of the Foundation, as referred to in the Conflict of Interest Policy;
2. Ensure that the Foundation is operated in a manner that upholds the organization's integrity and merits the trust and support of the public;
3. Uphold all applicable laws and regulations;
4. Deal with the President/CEO, Ambassadors, employees, volunteers, individuals served and the public in an honest, confidential and trustworthy manner;
5. Be a responsible steward of the Foundation's resources;
6. Carefully consider the public perception of personal and professional actions and the effect they could have, positively or negatively, on the Foundation's reputation in the community and elsewhere;

7. Refrain from unwarranted intrusion into the responsibilities of the Foundation's operational management;
8. Comply with the requirements of the Sunshine Amendment;
9. Uphold and act in compliance with the Code of Ethics for Public Officers (F.S. 112.313).

## **AMBASSADORS**

Ambassadors are appointed by the Board of Directors, serve in a volunteer capacity and subscribe to the following:

1. Take no action that could result in personal benefit or is in conflict with the bylaws of the Foundation, as referred to in the Conflict of Interest Policy;
2. If, as a result of service as an Ambassador, an individual enjoys a direct or indirect personal or business benefit, he or she shall voluntarily resign the position of Ambassador.
3. Uphold all applicable laws and regulations;
4. Deal with the Board of Directors, President/CEO, employees, volunteers, **and** individuals served and the public in an honest, confidential and trustworthy manner;
5. Carefully consider the public perception of personal and professional actions and the effect they could have, positively or negatively, on the Foundation's reputation in the community and elsewhere.

## **PRESIDENT AND CEO**

The President and CEO of the Foundation assumes a public trust, recognizes the importance of high ethical standards within the organizational leadership and subscribes to the following principles.

1. No action will be taken that could result in personal benefit or is in conflict with the bylaws of the Foundation, as referred to in the Conflict of Interest Policy.
2. The Foundation should operate in a manner that upholds the organization's integrity and merits the trust and support of the public.

3. The Foundation will be in compliance with all applicable laws and regulations.
4. The Board of Directors, Ambassadors, employees, volunteers, and individuals served and the public will be dealt with in an honest, confidential and trustworthy manner.
5. The President and CEO will be a responsible steward of the Foundation's resources.
6. The President and CEO will carefully consider the public perception of personal and professional actions and the effect they could have, positively or negatively, on the Foundation's reputation in the community and elsewhere.
7. Personal and professional growth will be addressed to improve effectiveness as the Foundation's President and CEO.
8. Caution will be exercised when engaging in political activity both from a candidate and issue perspective.

## **EMPLOYEES**

The Foundation is an equal opportunity employer and will make reasonable accommodations, consistent with applicable laws, to the known disabilities of an otherwise qualified applicant or employee who is able to perform the essential functions of the position.

It is the Foundation's policy to not tolerate discrimination or harassment on the basis of race, color, religion, sex, national origin, age, marital status, sexual orientation, disability or other protected status (including sexual harassment), and to comply with all applicable federal, state and local laws on employment and employment practices.

Under the President and CEO, employees of the Foundation will work diligently to fulfill the mission according to approved goals and objectives and in compliance with approved policies and ascribe to the following..

1. Take no action that could result in personal benefit or is in conflict with the bylaws of the Foundation, as referred to in the Conflict of Interest Policy
2. Create and maintain a climate of loyalty, trust and mutual respect.
3. Support the decisions of management. Employees are encouraged to provide input, but the staff must ultimately follow management's decisions.
4. Uphold all applicable laws and regulations to protect and enhance the Foundation's ability to meet its mission.
5. Be a responsible steward of the Foundation's resources.

6. Strive for personal and professional growth to improve effectiveness of job duties.
7. Carefully consider the public perception of personal and professional actions and the effect they could have, positively or negatively, on the Foundation's reputation in the community and elsewhere.
8. Safeguard any information about a donor, agency or any internal business, documents, decisions and policies. All such information will be treated as confidential and will be used and disclosed only for legitimate Foundation business.
9. Use caution and discretion to protect the confidential nature concerning transactions or personal information about present and prospective agencies or donors.
10. Safeguard proprietary market research reports and data, financial information and other confidential and proprietary information regarding the Foundation. This information will not be released to any person unless it has been published in reports or otherwise made available to the public in accordance with applicable disclosure regulations currently in effect.
11. Safeguard personnel information.
12. As private citizens, employees are free to participate in the political process; however, any participation must be as an individual, and employment with the Foundation cannot be used or exploited in any way.

## **FINANCIAL PRACTICES**

1. All financial practices shall be handled in accordance with applicable federal, state and local laws.
2. All financial matters shall be conducted within the standards of commonly accepted sound financial management practices.
3. All financial matters that fall within the purview of the organization's financial management policies shall comply with those policies
4. All financial matters covered by the organization's by-laws shall be handled in accordance with those by-laws.

## **FUNDRAISING ACTIVITIES**

1. Fundraising activities will never knowingly mislead or misinform the public or misrepresent the Foundation.
2. Fundraising activities will uphold the integrity of the Foundation in order to merit the continued support and trust of the public.
3. Fundraising activities will not exploit the public by taking advantage of their empathy toward persons served by the Foundation.

## **TREATMENT OF INDIVIDUALS SERVED**

The following will serve as guiding principles when dealing with individuals served by The Able Trust:

1. To promote self-esteem in those we serve and supervise
2. To treat individuals served with respect and dignity regardless of their disability
3. To cultivate an atmosphere that fosters learning and development in those we serve
4. To be mindful of attitudinal, architectural and communication barriers that may exist in the organization. Where barriers exist, the organization must consider corrective action.

## **ACKNOWLEDGEMENT:**

Each officer, director, ambassador and employee shall sign a statement affirming that he/she:

- Has received a copy of the Ethics Policy;
- Has read and understands the policy;
- Has agreed to comply with the policy;
- Understands that the Foundation is a charitable foundation and in order to maintain its federal tax exemption, must engage primarily in activities that accomplish one or more of its tax exempt purposes.

Any employee who violates one of the organization's Ethics Policy may face corrective action. Board action may be taken with any director who violates the Ethics Policy.

Statements of acknowledgement of officers, directors, ambassadors and employees shall be kept in appropriate files in the office of the President and CEO.

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

Print Name: \_\_\_\_\_