



**POLICY #
4012**

Title:	Code of Ethical Conduct
Programs:	All
Department	Human Resources
Effective:	05/28/2025

I. PURPOSE AND SCOPE

This purpose of this policy is to provide CareerSource Palm Beach County (CSPBC) career center staff with a Code of Ethics to govern their behavior and actions as it relates to their job. This policy applies to all CSPBC employees, staff working in the career centers and service providers.

II. BACKGROUND

Effective state and local workforce board leadership must include compliance with federal and state laws, clear expectations, ethical conduct, transparency, quality customer service, and strategic planning and decision-making. State and local workforce development boards shall ensure the workforce investment system provides economic opportunity for everyone who wants to work, find a better job, or improve their skills to succeed in the 21st century workforce.

The Code of Ethics for Public Officers and Employees, adopted by the Florida Legislature as Chapter 112, Part III, Florida Statutes, contains standards of ethical conduct and disclosures applicable to public officers, employees, candidates, lobbyists and others in state and local government. Workforce development board members and their designees are subject to the Code of Ethics for Public Officers and Employees.

The Department of Economic Opportunity's Master Agreement states that the Board shall adopt an employee ethics code modeled after the provisions of Chapter 112, Florida Statutes, and shall name a Chief Ethics Officer. The Officer shall be responsible for the periodic training of Board staff and for maintaining the Ethics Code.

III. AUTHORITY

[U.S. Department of Labor, Employment and Training Administration Advisory System, Training and Employment Guidance Letter No. 35-10](#)

[Public Law 113-128, the U.S. Workforce Innovation and Opportunity Act of 2014 \(WIOA\), Sections 106-110 20](#)

[CFR Part 679—Statewide and Local Governance of the Workforce Development System Under Title I of the Workforce Innovation and Opportunity Act](#)

[Chapters 445.003-445.007, The Florida Statutes](#)

[Chapter 112, The Florida Statutes](#)

[Chapter 119, The Florida Statutes](#)

[Chapter 286, The Florida Statutes](#)

[CareerSource Florida Administrative Policy # 110 – Local Workforce Development Area and Board Governance](#)

[CareerSource Florida Ethics and Transparency Strategic Policy – 2018.09.26.A.1](#)

[CareerSource Florida Board Governance and Leadership Strategic Policy – 2020.02.20.A.1](#)

[2024-2025 Sub-grantee Agreement](#)

IV. POLICIES AND PROCEDURES

This policy covers:

The acceptance of gifts	Conflicting employment
Self-dealing	Conflicting contractual relationships
Nepotism	Unauthorized compensation

1. Solicitation or acceptance of gifts.

- a. Employees and service provider staff may not accept gifts or anything of value, such as a loan, reward, promise of future employment, favor, or service, based upon an understanding or agreement that the employee or service provider staff would be influenced in the conduct of their official duties.

- b. Employees and service provider staff are prohibited from directly or indirectly accepting a gift worth more than \$100 from a service provider or vendor doing business with CSPBC or the service provider's organization.
 - c. Employees that receive a gift, regardless of the value or cost, must disclose and enter any gift received on the Gifts Received by Staff Form in Smartsheet within two (2) business days of receiving the gift.
 - d. Employees may not allow service providers or vendors to pay for their meals in excess of \$100.
 - e. Gifts do not include "giveaways" or promotional materials provided at a conference to all conference attendees.
- 2. Doing business with one's agency (Self-Dealing).**

- a. Employees may not directly or indirectly oversee a procurement process, for approved or recommend to approve:
 - i. The purchase of goods or services,
 - ii. A rental agreement for real or personal property,
 - iii. A lease for real property,

for CSPBC or for a CSPBC service provider from any business entity in which the employee or the employee's relative has a material interest and from which they or their relative have the ability to realize a pecuniary (monetary) benefit.

Examples include, but are not limited to, the following:

- i. The employee or their relative owns 1,000 shares of stock in Acer, a publicly traded company. The employee is in charge of IT and approves the purchase of 100 Acer computer screens. There is no violation of the policy. The 1,000 shares is not considered a material interest because the shareholder does not have voting powers within Acer as they own less than 50% of the outstanding shares in the company. The order of the computers is also too small to make a difference in the price of the stock, which would result in an increase in the value of the stock and would not constitute a material (monetary) gain to the employee or their relative.
- ii. The employee's uncle owns 25% of a PC Professor franchise. The employee may not be in charge of approving ITAs for participants wishing to go to

PC Professor, as the ITA will result in a material (monetary) gain to the employee's relative.

iii. The employee or their relative owns Nick's 50s Diner down the street from the career center. The employee joins other staff from the center, and they have lunch there every day. This is not a violation of the policy as staff may spend their own money anywhere they wish.

b. CSPBC service provider employees, using funds provided by CSPBC, may not directly or indirectly oversee a procurement process for approval or recommend to approve:

- i. The purchase of goods or services,
- ii. A rental agreement for real or personal property,
- iii. A lease for real property,

from any business entity in which the employee or the employee's relative has a material interest.

c. **Exception:** On-the-Job Training Contracts (OJT)

This exception applies to and requires special approval for:

- i. An OJT contract entered into with an employee owned or partially owned business.
- ii. An OJT contract entered into with a business that is owned or partially owned by an employee's relative(s).
- iii. An OJT contract entered into with a business, public entity or not-for-profit entity where an employee's relative or a service provider employee's relative is an officer, director or is employed in a management or high-level administrative position.
- iv. The referral or placement of a participant who is related to a CSPBC employee into an OJT position.

A. In the event of any of the four (4) situations immediately above, the following steps must be taken before an OJT contract or referral of a participant to the OJT position can occur:

- I. The affected employee shall immediately inform their supervisor and, as applicable, the career center manager in writing via e-mail regarding the OJT conflict and the type of conflict as detailed in the four (4) circumstances above.
- II. The CSPBC center manager or CSPBC supervisor, as applicable, shall inform the CSPBC President/CEO and copy the CSPBC Chief Operating Officer via email, along with any additional relevant information.
- III. The CSPBC Chief Operating Officer shall review the conflict detail and, if he/she determines it would be in the best interest of CSPBC and/or the participant to go forward with the OJT contract or the referral of the participant to the OJT position, he/she 1) will inform the CSPBC President/CEO in writing with a written justification for their decision, and 2) will prepare an agenda item for consideration by the CSPBC President/CEO who shall place the item on the appropriate CSPBC governing board committee(s) agenda for recommendation to the governing boards.
- IV. Upon recommendation of the appropriate CSPBC governing board committee(s), the CSPBC President/CEO shall place the OJT contract or the referral of the participant on the agenda for consideration at the next CSPBC governing boards' meeting and shall require a 2/3 vote of approval.
- V. The affected employee shall attend the CSPBC governing boards' meeting and declare their conflict of interest at the governing boards' meeting.
- VI. The actions of the CSPBC governing boards regarding the approval or disapproval of the OJT contract or referral of the participant shall be recorded in the minutes of the CSPBC governing board meeting, along with a record of the affected employee's public disclosure of the conflict.
- VII. If the OJT contract is approved, and is for less than \$25,000, the CSPBC Executive Secretary shall prepare a transmittal for reporting the contract to the Florida Department of Economic Opportunity (DEO).
- VIII. If the referral of the participant is approved by the CSPBC governing boards, the CSPBC President/CEO or designee shall inform the Director of Programs who shall inform staff as appropriate and shall

reassign the processing, monitoring, data entry and case management of the participant to a different career center that the affected employee is assigned.

- IX. If the OJT contract is for an amount in excess of \$25,000, upon receipt of the minutes of the CSPBC governing board meeting, the CSPBC Attorney shall prepare the CareerSource Florida Contract Conflict of Interest Forms and submit them to DEO for contract approval.
- X. Upon notification from DEO of the approval or disapproval of the OJT contract, the Attorney shall inform the CSPBC President/CEO, and the Chief Operating Officer, who shall inform the appropriate CSPBC Departments so the contract, if approved, can be executed and the employer informed of the approval.

B. Because neither the affected employee nor participant are members of the CSPBC governing boards, nor do they vote regarding this matter, there is no requirement to file a State Form 8B Conflict of Interest.

- d. **Exception:** Work Experience Worksite Agreements or Internship Contracts, including Summer Program Agreements and Community Work Experience, all of which are referred to in this section as WEX.

This exception applies to and requires special approval for:

- i. WEX agreements entered into with an employee owned or partially owned business.
- ii. WEX agreements entered into with a business that is owned or partially owned by an employee's relative(s).
- iii. WEX agreements entered into with a business where an employee's relative is an officer, director or is employed in a management position.
- iv. WEX agreements entered into with a public, governmental or community-based organization, which employs a relative of the employee as the President of the College, Superintendent of Schools, Chair of the Board, a manager, or a high-level administrator.
- v. The referral or placement of a participant who is related to an employee into a WEX position.

- A. In the event of any of the five (5) situations immediately above, the following steps must be taken before an WEX contract or referral of a participant can occur:
- I. The affected employee shall immediately inform their supervisor and, as applicable, the career center manager in writing via e-mail regarding the WEX conflict and the type of conflict as detailed in the five (5) circumstances above.
 - II. The CSPBC center manager shall inform the CSPBC President/CEO and copy the CSPBC Chief Operating Officer via email, along with any additional relevant information.
 - III. The CSPBC Chief Operating Officer shall review the conflict detail and, if he/she determines it would be in the best interest of CSPBC and/or the participant to go forward with the WEX or the referral of the participant to the WEX position, he/she 1) will inform the CSPBC President/CEO in writing with a written justification for their decision, and 2) will prepare an agenda item for consideration by the CSPBC President/CEO who shall place the item on the appropriate CSPBC governing boards committee(s) agenda for recommendation to the governing boards.
 - IV. Upon recommendation of the appropriate CSPBC governing boards committee(s), the CSPBC President/CEO shall place the WEX agreement or the referral of the participant on the agenda for consideration at the next CSPBC governing board meeting and shall require a 2/3 vote of approval.
 - V. The affected employee shall attend the CSPBC governing boards' meeting and declare their conflict of interest at the governing boards' meeting.
 - VI. The actions of the CSPBC governing boards regarding the approval or disapproval of the WEX agreement or referral of the participant shall be recorded in the minutes of the CSPBC governing boards meeting, along with a record of the affected employee's public disclosure of the conflict.
 - VII. If the WEX agreement is approved, upon receipt of the minutes of the CSPBC governing boards meeting, the CSPBC Attorney shall prepare the WEX agreement for execution.

VIII. If the referral of the participant is approved by the CSPBC governing boards, the CSPBC President/CEO or designee shall inform the Director of Programs, who shall inform staff, as appropriate, and shall reassign the processing, monitoring, data entry and case management of the participant to a different center that the affected employee is assigned.

B. Because the WEX agreements are non-financial and there is no financial advantage to any of the parties, WEX agreements are not required to be reported to the DEO nor are the State Contract Forms required to be filed with the DEO.

C. Because neither the affected employee nor the participant is a member of the CSPBC governing boards and does not vote regarding this matter, there is no requirement to file a State Form 8B Conflict of Interest.

e. **Exception:** Incumbent Worker Agreements (IWA)

This exception applies to and requires special approval for:

- i. IWAs entered into with employee owned or partially owned business.
- ii. IWAs entered into with a business that is owned or partially owned by an employee's relative(s).
- iii. IWAs entered into with a business where an employee's relative is an officer, director, or is employed in a management position.
- iv. IWAs entered into with a public, governmental or community-based organization, which employs a relative of an employee where the relative is the President of the College, Superintendent of Schools, Chair of the Board, manager or a high-level administrator.
- v. One of the incumbent workers to be trained is related to an employee.

A. In the event of any of the five (5) situations immediately above, the following steps must be taken before an IWA or the training of a participant can occur:

- I. The affected employee shall immediately inform their supervisor and, as applicable, the career center manager in writing via e-mail regarding the IWA conflict and the type of conflict as detailed in the five (5) circumstances above.

- II. The CSPBC career center manager or CSPBC supervisor, as applicable, shall inform the CSPBC President/CEO and copy the CSPBC Chief Operating Officer via email, along with any additional relevant information.
- III. The CSPBC Chief Operating Officer shall review the conflict detail and, if he/she determines it would be in the best interest of CSPBC and/or the participant to go forward with the IWA or the training of the participant, he/she 1) will inform the CSPBC President/CEO in writing with a written justification for their decision, and 2) will prepare an agenda item for consideration by the CSPBC President/CEO who shall place the item on the appropriate CSPBC governing boards Committee(s) agenda for recommendation to the governing boards.
- IV. Upon recommendation of the appropriate CSPBC governing boards Committee(s), the CSPBC President/CEO shall place the IWA or the training of the participant on the agenda for consideration at the next CSPBC governing board meeting and shall require a 2/3 vote of approval.
- V. The affected employee shall attend the CSPBC governing boards' meeting and declare their conflict of interest at the governing boards' meeting.
- VI. The actions of the CSPBC governing boards regarding the approval or disapproval of the IWA or training of the participant shall be recorded in the minutes of the CSPBC governing boards meeting, along with a record of the affected employee's public disclosure of the conflict.
- VII. If the IWA is approved, and is for less than \$25,000, the CSPBC Executive Secretary shall prepare a transmittal for reporting the IWA or training to the Florida Department of Economic Opportunity (DEO).
- VIII. If the training of the participant is approved by the CSPBC governing boards, the CSPBC President/CEO or designee shall inform the Director of Programs, who shall inform staff, as appropriate, and reassign the processing, monitoring, data entry and case management of the participant to a different career center that the affected employee is assigned.
- IX. If the IWA is for an amount in excess of \$25,000, upon receipt of the minutes of the CSPBC governing boards meeting, the CSPBC Attorney shall prepare the CareerSource Florida Contract Conflict of Interest Forms and submit them to DEO for IWA approval.

X. Upon notification from DEO of the approval or disapproval of the IWA, the Attorney shall inform the CSPBC President/CEO, and the Chief Operating Officer, who shall inform the appropriate CSPBC Departments so the contract, if approved, can be executed and the employer informed of the approval.

B. Because neither the affected employee nor the participant is a member of the CSPBC governing boards and does not vote regarding this matter, there is no requirement to file a State Form 8B Conflict of Interest.

f. **Exception:** Eligible Training Provider Agreements (ETP) / Individual Training Accounts (ITA)

This exception applies to and requires special approval for:

- i. An ETP agreement entered into with an employee privately owned or partially owned training institution, whether it is a for-profit or not-for-profit entity.
- ii. An ETP agreement entered into with a training institution that is owned or partially owned by an employee's relative(s), whether it is a for-profit or not-for-profit entity.
- iii. An ETP agreement entered into with a training institution where an employee's relative is an officer, director or is employed in a management position, whether it is a for-profit or not-for-profit entity.
- iv. An ETP agreement entered into with a public, governmental or community-based organization, which employs a relative of an employee, whether it is a public, for-profit or not-for-profit entity.
- v. The referral or award of an ITA to a participant who is related to an employee.
- vi. The referral or award of an ITA to a participant who will be referred to an ETP that falls within the categories of i. – iv. immediately above.

A. In the event of any of the six (6) situations immediately above, the following steps must be taken before an ETP contract, referral, or award of an ITA to a participant can occur:

- I. The affected employee shall immediately inform their supervisor and, as applicable, the career center manager in writing via e-mail regarding the ETP/ITA conflict and the type of conflict as detailed in the six (6) circumstances above.

- II. The CSPBC center manager or supervisor shall inform the CSPBC President/CEO and copy the CSPBC Chief Operating Officer via email, along with any additional relevant information.
- III. The CSPBC Chief Operating Officer shall review the conflict detail and, if he/she determines it would be in the best interest of CSPBC and/or the participant to go forward with the ETP or award of the ITA, he/she 1) will inform the CSPBC President/CEO in writing with a written justification for their decision, and 2) will prepare an agenda item for consideration by the CSPBC President/CEO, who shall place the item on the appropriate CSPBC governing boards Committee(s) agenda for recommendation to the governing boards.
- IV. Upon recommendation of the appropriate CSPBC governing boards Committee(s), the CSPBC President/CEO shall place the ETP agreement or the award of the ITA to the participant on the agenda for consideration at the next CSPBC governing board meeting and shall require a 2/3 vote of approval.
- V. The affected employee shall attend the CSPBC governing boards' meeting and declare their conflict of interest at the governing boards' meeting.
- VI. The actions of the CSPBC governing boards regarding the approval or disapproval of the ITA agreement or award of the ITA to the participant shall be recorded in the minutes of the CSPBC governing boards meeting, as well as, the public declaration of the employee's conflict.
- VII. If the ETP agreement is approved, upon receipt of the minutes of the CSPBC governing boards meeting, the CSPBC Attorney shall prepare the ITA agreement for execution (unless there is also a conflict declared by a CSPBC governing boards member in which case the required CareerSource Florida Contract Conflict of Interest Policy shall be followed before finalization of the agreement).
- VIII. If the award of the ITA to the participant is approved by the CSPBC governing boards, the CSPBC President/CEO or designee shall inform the Director of Programs who shall inform staff as appropriate and shall reassign the processing, monitoring, data entry and case management of the participant to a different career center that the affected employee is assigned.

- B. Because the ETP agreements are non-financial as long as the employee is not a party to the ETP agreement, the ETP agreement is not required to be reported to the DEO nor are the State Contract Forms required to be filed.
 - C. If the employee is a party to the ETP agreement, CareerSource Florida approval will be required.
 - D. As long as the affected employee or participant is not a member of the CSPBC governing boards and does not vote, or is required to abstain from voting because they are a member of the CSPBC governing boards, there is no requirement to file a State Form 8B Conflict of Interest.
- g. If CareerSource Florida approval is required in any of the exceptions detailed above, it must be requested using the appropriate forms within 30 days of BWDB action.

3. Unauthorized compensation.

Employees are prohibited from accepting any form of compensation, payment, or thing of value when, with the exercise of reasonable care, they know or should know that the compensation, payment, or thing of value is being given to influence their actions in the execution of their duties and responsibilities for CSPBC.

4. Misuse of employee's position.

- a. No employee shall corruptly use, or attempt to use, his or her official position or any property or resource, which may be within his or her trust, or perform his or her duties to secure a special privilege, benefit, or exemption for himself, herself, a relative or others.
- b. Employees are prohibited from abusing their position to obtain a disproportionate benefit for themselves, a relative or others. An example includes, but is not limited to, threatening to deny services to an eligible qualified applicant or participant unless they grant a favor, pay for the service, or agree to some other unnecessary action.
- c. In all actions relating to the delivery of services to a participant, employees shall be aware of the appearance of a conflict of interest and shall avoid actions, which may give rise to the appearance of a conflict of interest when providing services to the public. In such instances, staff shall report the appearance of the conflict to their supervisor who shall reassign the applicant or participant to another career consultant or staff member.

Examples of such actions include but are not limited to:

- A. Approving support or training services for a roommate.
- B. Approving support or training services for a close family friend.
- C. Approving support or training services for a former sorority or fraternity member.
- D. Approving support or training services for a business associate.

5. Conflicting employment or contractual relationship.

- a. Employees may moonlight or be employed in a second job or provide consulting or professional services so long as the employment is disclosed to Human Resources and approved in accordance with CSPBC Human Resources policies.
- b. Employees may not moonlight or be employed by an entity or organization that does business with CSPBC.
- c. Employees may not enter into a contractual relationship with any business entity that does business with CSPBC.
- d. Employees may not moonlight, or accept employment, or enter into a contract that will create a continuing or frequently recurring conflict between his or her private interests and the performance of his or her duties, or that would keep the employee from the full and faithful discharge of his or her job duties.
- e. **Exception.** Staff who are instructors or who teach at a post-secondary training institution in a moonlighting or second job, which the entity contracts with CSPBC or is on the ETP list, shall inform Human Resources, and shall:
 - i. Refrain from referring participants to the training institution at which they are employed, if they are a career consultant, but shall inform their supervisor so an alternative career consultant may be assigned.
 - ii. Shall not participate or serve in any capacity related to the approval of the training institution at which they are employed with respect to their inclusion on the ETP list or the inclusion of a course of training on the ITA list.

6. Disclosure or use of certain information.

Current and former employees may not disclose or use information not available to members of the general public and gained by reason of his or her official position, for

his or her personal gain or benefit, or for the personal gain or benefit of a relative or any other person or business entity.

7. Nepotism

a. Nepotism in the Hiring of Staff

- i. No individual related to any of the following CSPBC employees may be hired into a position with CSPBC:

CSPBC President/CEO	CSPBC Career Center Managers
CSPBC Chief Operating Officer	CSPBC Directors
CSPBC Vice Presidents	

- ii. No individual related to an elected official serving on the Palm Beach Workforce Development Consortium (PBWDC), or to a CSPBC board member, may be hired into any of the CSPBC or CSPBC staffing company positions of authority listed above.
- iii. In the event of marriage of an employee to another employee, the marriage shall be reported to Human Resources. Married couples may not supervise their spouse. Human Resources shall work with the couple regarding moving one of them to another department.

b. Nepotism in the Delivery of Program Services

- i. An employee related to an applicant or a participant in a CSPBC funded program, may not determine the applicant's eligibility or approve or deny a service to a participant.
- ii. The employee shall report the relationship with the applicant or participant to their immediate supervisor and the career center manager orally and via email on the same day that the applicant or participant appears in the career center.
- iii. The career center manager and/or the supervisor shall contact the Director of Programs or the Chief Operating Officer on the same day as the information is reported to them.
- iv. The Chief Operating Officer in concert with the Director of Programs, shall determine whether it would be in the best interest of CSPBC and the participant to:
 - I. Assign the applicant/participant to another career consultant in another CSPBC career center, or

- II. Contact CareerSource Broward or CareerSource Research Coast and arrange for the applicant/participant to be served by a center outside of the CSPBC workforce area, if possible, to avoid even the appearance of a conflict of interest.
- III. The Chief Operating Officer in concert with the Director of Programs shall inform the CSPBC Career Center Manager or supervisor regarding the decision.
- IV. The CSPBC Career Center Manager and/or supervisor shall meet with the participant/applicant to explain the decision to the applicant/participant and appropriately refer them to another career center or another local area and document the meeting.

8. Employees holding office.

Employees may run for office so long as the elected office would not be in conflict with their position and in accordance with the circumstances described below:

- a. Where the elected office would conflict with their job duties, the employee must resign if they wish to run for office.
- b. Where the elected office would not be in conflict with employee's position and if the elected office would not conflict with the employee's work hours. The employee may request a leave of absence in accordance with the CSPBC rules regarding leave of absence. The decision of whether to approve a leave of absence will be subject to a determination by the CSPBC President/CEO that the agency can operate efficiently during the employee's absence. This determination shall be solely at the discretion of CSPBC President/CEO who shall not be required to document the reasons for his/her decision. The decision will not be appealable.
- c. If the employee's request is granted, he/she may use available PTO.

PROCEDURE

- 1. The Chief Ethics Officer is responsible for responding to issues regarding this policy.
- 2. All staff must enter any gift received on the Gifts Received by Staff Form in Smartsheet within two (2) business days of receiving the gift.
- 3. Once a new item is listed, Chief Ethics Officer will be notified and will review the gift entry and approve.

4. Questions regarding this policy shall be directed to the Chief Ethics Officer, who shall provide guidance to the employee in writing within ten (10) business days of receipt of the question.
5. An alleged ethics violation may be reported to the Chief Ethics Officer, an employee's supervisor, or CSPBC Human Resources and shall be investigated and a written determination issued.
6. The Code of Ethical Conduct shall be a part of the on-boarding of employees, who shall sign that they have read and understand the Code.
7. The Chief Ethics Officer shall coordinate with the Executive Office to arrange for periodic employee training on this Code of Ethical Conduct.
8. Individuals found to be in violation of this policy will be subject to disciplinary action up to and including termination.

V. DEFINITIONS

Affected Employee – The CSPBC employee or career center employee who has a conflict as described below.

Employee – A CSPBC employee or an employee of the contracted CSPBC career center staffing company, or service provider.

Relative or Related Party – An individual who is related to an employee or the staff of a service provider. Relative includes father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

Service Provider – Staff of a CSPBC sub-grant recipient.

VI. REVISION HISTORY

Date	Description
05/28/2025	Approved by CareerSource Palm Beach County President/CEO
06/04/2025	Issued to CareerSource Palm Beach County staff
06/13/2023	Approved by CareerSource Palm Beach County President/CEO
06/14/2023	Issued to CareerSource Palm Beach County staff

VII. RESOURCES

Receipt and Acknowledgment of Code of Ethical Conduct

[Gifts Received by Staff Form](#)

Receipt and Acknowledgment of Code of Ethical Conduct

My signature below indicates that I have read, understand, and agree to abide by the CSPBC Code of Ethics.

Employee's Name (please print):		
Position title:		
Department:	Location:	
Employee's Signature:		Date:
Supervisor's Signature:		Date: