



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

ADMINISTRATIVE POLICY 09-01

To: All Employees
From: Sharon R. Bock, Clerk & Comptroller
Date: March 20, 2013
Subject: **ETHICS POLICY**

It is the mission of the Clerk & Comptroller's office to protect, preserve and maintain the public records and public funds with integrity and accountability.

The office's ethics policy derives from Florida Statutes Chapter 112, Part III, Code of Ethics for Public Officers and Employees, which states, in part:

"It is essential to the proper conduct and operation of government that public officials be independent and impartial and that public office not be used for private gain other than the remuneration provided by law. The public interest, therefore, requires that the law protect against any conflict of interest and establish standards for the conduct of elected officials and government employees in situations where conflicts may exist."

Ethical conduct, as described by Florida law, requires, at a minimum:

- Public officials should be impartial in the conduct of their duties. Public office should not be used for personal gain.
- Private interests of public officials must not be in conflict with their public duties.
- Reporting and investigating of ethics questions/complaints should be encouraged and treated seriously and impartially.
- Public officials should act in the best interest of the public they serve.
- Public officials should always act in a manner which reflects positively on the office in which they serve.

As a component of upholding this Policy, all Clerk & Comptroller employees will immediately complete a Conflict of Interest Internal Reporting Form when a matter involving themselves or a relative *in any way* has been filed, has been received in the office, when an arrest has occurred, or a warrant has been issued.

Chief/Ethics Officer

SHARON R. BOCK, CLERK & COMPTROLLER

3/26/13
DATE

4-1-13
DATE