

Hillsborough County: Statement of Ethics

As a Hillsborough County employee:

In order to fulfill my role as a public servant I will adhere to legal, professional and trade rules and standards. I will demonstrate and be dedicated to the highest ideals of honor and integrity in all public and personal relationships to merit the respect, trust and confidence of government officials, other public officials, employees, and the public.

1. Responsibility

I will uphold both the letter and the spirit of the United States and Florida Constitutions, Hillsborough County Charter, state and federal statutes, regulations, policies and procedures governing my actions. It is my responsibility to report violations to my supervisor and/or manager.

- A. I will be sensitive and responsive to the rights of the public and their changing needs.
- B. I will strive to provide the highest quality of performance and service.
- C. I will exercise prudence and integrity in the management of funds in my custody and in all financial transactions.

2. Employee Development

I will be responsible for maintaining my own competence, for enhancing the competence of my colleagues, and for providing encouragement to those seeking to use their professional skills to serve the public.

- A. I will devote my time, skills and energies to achieving excellence in my job and my department both independently and in cooperation with other professionals.
- B. I will abide by approved practices and recommended standards for my line of work.

3. Professional Integrity-Information

I will demonstrate professional integrity in the issuance and management of information.

- A. I will not knowingly sign, make any oral or written statement or report which contains any misstatement or which omits any material fact.
- B. I will respect and protect privileged information as I respect the right of citizens to access public records and public meetings.
- C. I will be sensitive and responsive to inquiries from public officials, the public and the media, within the framework of Hillsborough County policy.

4. Personal Integrity-Relationships

I will act with honor, integrity and virtue in all professional relationships.

- A. I will strive to exhibit respect and trust in the affairs and interests of Hillsborough County government.
- B. I will not knowingly be a party to, condone or conceal any illegal or improper activity.
- C. I will respect the rights, responsibilities and integrity of fellow employees and customers with whom I work and associate.
- D. I will manage all matters of supervision within the scope of my authority so that fairness and impartiality govern my decisions.
- E. I will promote equal employment opportunities, and shall oppose any discrimination, harassment or other unfair practices.

5. Conflict of Interest

I will actively avoid conflicting interest or even the appearance of a conflict of interest.

- A. I will perform my duties without favor.
- B. I will refrain from engaging in any outside matters of financial or personal interest incompatible with the impartial and objective performance of my duties.
- C. I will not, directly or indirectly, seek or accept personal gain which would influence, or appear to influence, the conduct of my official duties.
- D. I will not use public property or resources for personal or political gain.