

ADMINISTRATIVE POLICY (AP No. 62)

The Florida Engineering Society Fraud and Commercial Crime Prevention Policy

The Florida Engineering Society Code of Conduct

The following is the Florida Engineering Society organizational code of conduct, which includes definitions of what is considered unacceptable, and the consequences of any breaches thereof.

The Florida Engineering Society Code of Conduct

The Florida Engineering Society and its employees must, at all times, comply with all applicable laws and regulations. The Florida Engineering Society will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. The Florida Engineering Society does not permit any activity that fails to stand the closest possible public scrutiny.

All business conduct should be well above the minimum standards required by law. Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the Florida Engineering Society's operations.

Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their superior, who, if necessary, should seek the advice of the Florida Engineering Society legal counsel.

General Employee Conduct

The Florida Engineering Society expects its employees to conduct themselves in a businesslike manner.

Employees must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

Conflicts of Interest

The Florida Engineering Society expects that employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the Florida Engineering Society. Employees must not use their position or the knowledge gained as a result of their position for private or personal advantage. Regardless of the circumstances, if employees sense that a course of action they have pursued, are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer; they should immediately communicate all the facts to their superior.

Outside Activities, Employment, and Directorships

All employees share a serious responsibility for the Florida Engineering Society's good public relations, especially at the community level. Their readiness to help with religious, charitable, educational, and civic activities brings credit to the Florida Engineering Society and is encouraged. Employees must, however, avoid acquiring any business interest or participating in any other activity outside the Florida Engineering Society that would, or would appear to:

Create an excessive demand upon their time and attention, thus depriving the Florida Engineering Society of their best efforts on the job.

Create a conflict of interest—an obligation, interest, or distraction—that may interfere with the independent exercise of judgment in the Florida Engineering Society's best interest.

Relationships with Clients and Suppliers

Employees should avoid investing in or acquiring a financial interest for their own accounts in any business organization that has a contractual relationship with the Florida Engineering Society, or that provides goods or services, or both to the Florida Engineering Society, if such investment or interest could influence or create the impression of influencing their decisions in the performance of their duties on behalf of the Florida Engineering Society.

Gifts, Entertainment, and Favors

Employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the Florida Engineering Society has, or is likely to have, business dealings.

Kickbacks and Secret Commissions

Regarding the Florida Engineering Society's business activities, employees may not receive payment or compensation of any kind, except as authorized under the Florida Engineering Society's remuneration policies. In particular, the Florida Engineering Society strictly prohibits the acceptance of kickbacks and secret commissions from suppliers or others. Any breach of this rule will result in immediate termination and prosecution to the fullest extent of the law.

Florida Engineering Society Funds and Other Assets

Employees who have access to the Florida Engineering Society funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the Florida

Engineering Society's instructional manuals or other explanatory materials, or both. The Florida Engineering Society imposes strict standards to prevent fraud and dishonesty.

When an employee's position requires spending Florida Engineering Society funds or incurring any reimbursable personal expenses, that individual must use good judgment on the Florida Engineering Society's behalf to ensure that good value is received for every expenditure.

Florida Engineering Society funds and all other assets of the Florida Engineering Society are for Florida Engineering Society purposes only and not for personal benefit. This includes the personal use of organizational assets, such as computers.

Florida Engineering Society Records and Communications

Accurate and reliable records of many kinds are necessary to meet the Florida Engineering Society's legal and financial obligations and to manage the affairs of the Florida Engineering Society. The Florida Engineering Society's books and records must reflect in an accurate and timely manner all business transactions. The employees responsible for accounting and recordkeeping must fully disclose and record all assets, liabilities, or both, and must exercise diligence in enforcing these requirements.

Employees must not make or engage in any false record or communication of any kind, whether internal or external, including but not limited to:

False expense, attendance, production, financial, or similar reports and statements
False advertising, deceptive marketing practices, or other misleading representations

Dealing With Outside People and Organizations

Employees must take care to separate their personal roles from their Florida Engineering Society positions when communicating on matters not involving Florida Engineering Society business. Employees must not use organization identification, stationery, supplies, and equipment for personal or political matters.

When communicating publicly on matters that involve Florida Engineering Society business, employees must not presume to speak for the Florida Engineering Society on any topic, unless they are certain that the views they express are those of the Florida Engineering Society, and it is the Florida Engineering Society's desire that such views be publicly disseminated.

Prompt Communications

When dealing with anyone outside the Florida Engineering Society, including public officials, employees must take care not to compromise the integrity or damage the reputation of either the Florida Engineering Society, or any outside individual, business, or government body. In all matters relevant to customers, suppliers, government authorities, the public and others in the Florida Engineering Society, all employees must make every effort to achieve complete, accurate,

and timely communications—responding promptly and courteously to all proper requests for information and to all complaints.

Privacy and Confidentiality

When handling financial and personal information about customers or others, with whom the Florida Engineering Society has dealings, observe the following principles:

1. Collect, use, and retain only the personal information necessary for the Florida Engineering Society's business. Whenever possible, obtain any relevant information directly from the person concerned. Use only reputable and reliable sources to supplement this information.
2. Retain information only for as long as necessary or as required by law. Protect the physical security of this information.
3. Limit internal access to personal information to those with a legitimate business reason for seeking that information. Use only personal information for the purposes for which it was originally obtained. Obtain the consent of the person concerned before externally disclosing any personal information, unless legal process or contractual obligation provides otherwise.

Approved by the FES Board of Directors
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