

		<b>Policy Number</b> <b>ADMIN-02</b>
<b>Region 16 Local Operating Policy</b>		
<b>Title:</b>	Code of Ethics and Transparency	
<b>Effective:</b>	10/10/2019	
<b>Revised:</b>	N/A	

## I. PURPOSE

Pursuant to CareerSource Florida Policy 2018.09.26.A.1, local workforce development boards must create and enforce policies to ensure compliance with regulatory expectations for ethics and transparency.

## II. POLICY

Pasco-Hernando Workforce Board, Inc. recognizes the importance of ethics and transparency, and these principles are communicated to our staff, members, and outsourced service providers regularly. Compliance with Chapter 112, Part III, Florida Statutes ensures ethical conduct and disclosures of conflict of interest as applicable to all workforce development board members and their designees.

To meet transparency requirements, workforce development board members will abide by the provisions of Chapter 119 relating to public records, provisions of Chapter 286 relating to public meetings and Section 24, Article 1 of the State Constitution regarding Access to Public Records and Meetings.

Annual training on the applicable laws will be provided to all board members to ensure compliance.

## III. ACKNOWLEDGMENT

My signature indicates that I will comply with the Code of Ethics and Transparency policy and all applicable laws. Furthermore, I understand the requirement to disclose any conflict of interest as soon as it becomes known and as it pertains to any matter of relevance to the Pasco-Hernando Workforce Board. Violation of this policy may result in removal from the board.

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### IV. AUTHORITIES

- [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](#)
- [Chapter 445.003-445.007, Florida Statutes](#)
- [Chapter 112, Florida Statutes](#)
- [Chapter 119, Florida Statutes](#)
- [Chapter 286, Florida Statutes](#)

#### V. REVISION HISTORY

Date	Description
10/10/2019	Issued by CareerSource Pasco Hernando.
10/10/2019	Approved by CareerSource Pasco Hernando Board of Directors.