

Florida Polytechnic University Foundation Policies

Subject/Title: Code of Ethics
FPUF Policy Number: FPUF – 1.02
Date First Adopted: September 19, 2014
Date Revised:
Responsible Division/Department: Advancement/Foundation Office

A. PURPOSE:

This policy outlines the Foundation Code of Ethics and provides a framework for its ethical operation.

B. APPLICABILITY/ACCOUNTABILITY:

This policy applies to the Board of Directors for the University Foundation and to all faculty, staff, students, or volunteers involved in the activities of the University Foundation.

C. POLICY STATEMENT:

The Foundation is dedicated to the highest standards of ethical conduct in its fundraising activities and business operations. A guiding principle in soliciting and accepting gifts for the Foundation is that the donor is to be treated fairly and with respect. Seeking to further the philanthropic cause of the Foundation shall not outweigh a proper concern for the best interests of the donor.

Foundation board and staff members and University staff advocate these ethical standards by incorporating them into all fundraising and business activities and by serving as models of professionalism to others. The Foundation supports and encourages its staff members in these efforts by providing appropriate opportunities for training, education and leadership. Staff and board members, through training and orientation, are expected to be familiar with professional standards of ethics, including the Donor Bill of Rights included in this policy.

The Foundation staff should not render professional advice to donors. Instead, Foundation staff should endeavor to advise donors to obtain their own tax, legal, and other professional advice in connection with the making of a gift.

All Foundation staff and Board members are required to sign the Foundation's Ethical Standards Statement.

Donor's Bill of Rights. Philanthropy is based on voluntary action for the common good. To ensure that philanthropy merits the respect and trust of the public, and that donors and prospective donors can have full confidence in nonprofit organizations and causes they are asked to support, the Foundation declares that all donors have the following rights:

- To be informed of the Foundation's mission.
- To be informed of the way the Foundation intends to use donated resources.
- To be informed of the Foundation's capacity to use donations effectively for their intended purposes.
- To be informed of the identity of those serving on the Foundation's Board of Trustees.
- To expect the board to exercise prudent judgment in its stewardship of all its gifts and other assets.
- To have access to the Foundation's most recent financial statements.
- To be assured a gift will be used for the purposes for which it was given.
- To receive appropriate acknowledgment and recognition.
- To be assured that information about their donations is handled with respect and with confidentiality to the fullest extent allowed by law.
- To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
- To be informed whether those seeking donations are volunteers, employees of the University or hired solicitors.
- To have the opportunity for their names to be deleted from mailing lists that the Foundation may intend to share.
- To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The text of the Donor's Bill of Rights in its entirety was developed by the American Association of Fundraising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), and the Association of Fundraising Professionals (AFP).

Standards of Conduct and Disclosure Under State Ethics Code

As required by Section 112.3251 of Florida Statutes (2014), the applicable standards of conduct under Sections 112.313 of Florida Statutes are made part of this Code of Ethics as follows:

a. Solicitation or Acceptance of Gifts. No director or employee of the Foundation may solicit or accept anything of value, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the vote, official action, or judgment of the director or employee would be influenced thereby.

b. Unauthorized Compensation. No director or employee of the Foundation or his or her spouse or minor child may, at any time, accept any compensation, payment, or thing of value when the director or employee knows, or, with the exercise of reasonable care, should know, that it was given to influence a vote or other action in which the director or employee was expected to participate in his or her official capacity.

c. Salary and Expenses. No director may be prohibited from voting on a matter affecting his or her salary, expenses, or other compensation as a director, as provided by law. No Foundation attorney shall be prevented from considering any matter affecting

his or her salary, expenses, or other compensation as the Foundation attorney, as provided by law.

d. Misuse of Public Position. No director or employee of the Foundation may 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 official duties, to secure a special privilege, benefit, or exemption for himself, herself, or others.

e. Disclosure or Use of Certain Information. A current or former director or employee of the Foundation may not disclose or use information not available to members of the general public and gained by reason of his or her official position, except for information relating exclusively to governmental practices, for his or her personal gain or benefit or for the personal gain or benefit of any other person or business entity.

f. Post-Service Restrictions.

(1) No director may personally represent another person or entity for compensation before the Board for a period of 2 years following vacation of the position on the Board.

(2) A Foundation employee may not personally represent another person or entity for compensation before the Board for a period of 2 years following vacation of his or her employment position, unless employed by another agency of state government.

POLICY APPROVAL

Policy No.: 1.02

Approved by the Foundation Board during September 19, 2014 board meeting.


Governance Committee Chair

9.19.2014
Date


Approved by FPUF Board, if required

9.19.2014
Date