
St. Andrews Parish Parks & Playground Commission

Policy Manual

Section: 2 **Topic:** Ethics

Policy Number: 1

Page: 1 of 2

SAPPPC expects all staff members to conduct their duties according to the highest ethical standards of conduct.

As public employees, all SAPPPC staff members must comply with the South Carolina Ethics Act. This act states that no staff member can:

- Use the influence of his government employment to financially benefit himself, a member of his family, or a business with which he is associated.
- Provide anything of value to any public official with the intent to influence decisions made by that public official.
- Receive anything of value (money or item; meals already provided in conjunction with a speaking engagement are acceptable) for speaking before a public or private group, except that SAPPPC can be reimbursed for actual expenses incurred by the employee or volunteer during that speaking engagement.
- Serve as a member of any government regulatory group or agency that regulates any business with which that employee is associated.
- Have any financial interest in a contract with any government if that employee's official job functions relate to that contract.

No staff member may knowingly make any false statement or report or attempt to commit fraud.

No staff member may receive a rebate, gift, money or any item above negligible value from any person or organization engaged in business with SAPPPC. A basket of food, candy, and promotional items or small gifts such as a single T-shirt are considered to be of negligible value.

The Executive Director must file a South Carolina Ethics Commission Statement of Economic Interest on an annual basis.

If there is any doubt as to whether an act is ethical, a staff member should contact the Executive

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Director for approval.

In all circumstances, if in doubt, staff members should err on the side of caution!

Should any staff member witness unethical behavior, he should immediately notify whomever he feels most comfortable in telling: the Executive Director, the Human Resources Director, or his supervisor. The selected supervisor or director will notify the Executive Director of the report (unless the Executive Director is the subject of that report), who will take immediate action to correct the situation. All parties involved will keep the notification strictly confidential to the fullest extent practicable.

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