



Okaloosa Gas District

CODE OF ETHICS AND BUSINESS CONDUCT

As a customer-focused agency, the District places the highest value on integrity, quality, safety, and our pricing in meeting the natural gas needs of our customers. We will conduct business honestly, ethically and with the highest safety standard as we strive to maintain our reputation for honesty, fairness, respect, responsibility, integrity, trust, best value and sound business judgment. The District will not compromise its principles for advantage. A foundation concept for all employees is being a good steward of District resources. The ethical performance of the District is the sum of the ethics of our employees.

Employees are not to allow personal interests to conflict with the interests of Okaloosa Gas District, its clients or customers. Employees will avoid using business contacts to advance their private business or personal interests. In addition, employees must be careful about giving, requesting and/or accepting business courtesies. As an *Independent Special District of the State of Florida*, employees are to avoid gifts, gratuities, fees, bonuses or excessive entertainment while conducting District business or those offered as a result of their position within the District.

Multiple Florida Statutes prohibit soliciting or accepting anything of value, compensation, or payment that may influence our actions. Employees must not use their positions to obtain special privilege(s). In addition, employees may not be employed or contract with any activity doing business with the District. Employees must safeguard any business-sensitive information that they come in contact with during the course of their daily activities.

District employees must not disclose or use information not available to the public for personal benefit. This is especially applicable to employees serving in purchasing and in situations where the District seeks goods or services.

The District is subject to the *Government-in-the-Sunshine* law. We will comply with the requirements concerning public meetings and record keeping.

Employees at all levels must act with respect and responsibility towards others and are expected to work together to uphold the highest ethical standards