

TAMPA BAY MARITIME SCHOLARSHIP FOUNDATION, INC.

ETHICS POLICY

The Tampa Bay Maritime Scholarship Foundation, Inc. (TBMSF) is a not for profit organization whose mission is to support maritime education in Hillsborough County, Florida through providing scholarships to students graduating from the Maritime Education programs at Blake High School and Jefferson High School, for the purpose of continuing maritime career focused education in secondary education institutions and training programs. The TBMSF is committed to conducting its business based on the highest ethical standards. Its board members, committees, employees, administrators, volunteers, and all other persons or organizations acting for or on behalf of the TBMSF shall observe the highest ethical standards in conducting the business of the organization.

1. **Public Interest.** Board members, committee members, employees, administrators, volunteers, and any other person or organization acting for or on behalf of the TBMSF shall make decisions in terms of public interest and should not make decisions or take actions to gain financial or other material benefits for themselves, their families, friends, or business colleagues or make decisions or take actions that give the appearance of impropriety.
2. **Accountability.** Board members, committee members, employees, administrators, volunteers, and any other person or organization acting for or on behalf of the TBMSF are accountable to the organization and the public for their decisions and actions and should be as open as possible about all the decisions they make and actions they take.
3. **Integrity.** Board members, committee members, employees, administrators, volunteers, and any other person or organization acting for or on behalf of the TBMSF shall not use their position with or association with the TBMSF for private gain; engage in preferential treatment to any outside person or organization; engage in any activity affecting the public confidence in the

integrity or the reputation of the organization; and shall refrain from unauthorized release of private or protected information regarding scholarship applicants.

4. **Objectivity.** Board members, committee members, employees, administrators, volunteers, and any other person or organization acting for or on behalf of the TBMSF shall make choices based only on merit when awarding scholarships and entering into contracts.

5. **Organization Funds.** TBMSF funds, including but not limited to, anything that has or represents financial value, must be handled responsibly, honestly and in compliance with applicable TBMSF policies. Personal or unauthorized use of TBMSF funds is prohibited and use of TBMSF funds for political contributions is prohibited. Information on the source and use of TBMSF funds shall be available to the public.

6. **Accounting Records and Reports.** TBMSF is committed to keeping its accounts according to generally accepted accounting principles, applicable laws and regulations and an internal accounting control system which includes policies for approval of expenditures and periodic review of accounts and records by an outside accounting professional.

7. **Harassment and Abuse.** TBMSF will not tolerate any form of harassment including harassment based on race, color, religion, gender, age, ethnic or national origin, veteran status, disability, sexual orientation or preference, gender identity, marital status, citizenship status, genetic information, or any legally protected personal characteristic or status.

8. **Bribes, Kickbacks, Gratuities and Loans.** Offering or receiving bribes, kickbacks, or gratuities by board members, committee members, employees, administrators, volunteers, or any other persons or organizations acting for or on behalf of the TBMSF is prohibited. It is never appropriate to offer or accept personal loans, guarantees, preferences or discounts from vendors or service providers providing materials or services to the TBMSF. It is never appropriate for

board members or committee members to offer personal loans, guarantees, preferences or discounts to employees, administrators, volunteers or vendors of the TBMSF and it is never appropriate for employees, administrators, volunteers, or vendors of the TBMSF to accept personal loans, guarantees, preferences or discounts from board members or committee members of the TBMSF.

9. **Protection of Intellectual Property Rights.** Proprietary rights of others must be respected by complying with all laws and agreements that protect the intellectual property rights of others.

10. **Honesty.** Board member, committee members, employees, administrators, volunteers, and any other person or organization acting for or on behalf of the TBMSF have a duty to declare any private interest relating to their duties for the TBMSF and to take steps to resolve any conflicts arising in a way that protects the interests of the TBMSF and the public and complies with TBMSF conflict of interest policies.

11. **Disclosure.** Board members, committee members, employees, administrators, volunteers, and any other person or organization acting for or on behalf of the TBMSF are responsible for making known any knowledge of ethical misconduct of anyone in the organization or associated with the organization.

12. **Leadership.** Board members, committee members, employees, administrators, volunteers, and any other person or organization acting for or on behalf of the TBMSF should promote and support the forgoing principles by leadership and example.