



Florida Atlantic Research and Development Authority

Title: Personnel Policy
Date Adopted: December 16, 2020
Effective Date: January 1, 2021

PURPOSE – This Personnel Policy of the Florida Atlantic Research and Development Authority (the “Authority”) is hereby adopted, to wit:

SCOPE - In the absence of a written employment agreement signed by an authorized representative of the Authority, all employees of the Authority are employed on an at-will basis and such employment may be terminated by the Authority or the employee for any reason and with or without notice. No employee of the authority, other than those subject to a specific written employment agreement, has any expectation of continuing employment with the Authority. Neither these policies nor any other written document – other than such a signed written employment agreement – in any way alter this status.

DEFINITIONS

1. The "Authority" shall mean the Florida Atlantic Research and Development Authority. Except as lawfully and properly delegated to its officers, the powers of the Authority are exercised through, and the business affairs of the Authority are managed under the direction of the members.

2. "Employee" shall mean an employee of the Authority.

3. "President" shall mean the Authority Employee whose job title is President. If such position is vacant, "President" shall mean the person designated by the Authority as the acting President.

EMPLOYEE CONDUCT AND RELATED MATTERS

1. **ARREST OR CRIMINAL CHARGE AGAINST EMPLOYEE** If an Employee is arrested or any criminal charge is brought against an Employee, the Employee shall notify the Authority (by written notice to the President) within one (1) business day. Minor traffic infractions not constituting a felony or misdemeanor do not require notice.

2. **COMPUTER, INTERNET AND EMAIL SYSTEM.** The Authority’s computer, internet and email systems should be used solely for the operations of the Authority, and

Employees have no expectation of privacy or right to personal use of these systems. These systems may never be used to: harass, intimidate, or threaten another person; access or distribute obscene, abusive or defamatory material; impersonate or mislead any other person; access the email, computer or other computer-based account of another person without express authorization of the Authority; bypass any security mechanisms; distribute information unrelated to the operations of the Authority; conduct business on behalf of any person or entity other than the Authority (including the Employee); or accomplish or attempt to accomplish any conduct which is unlawful or otherwise inconsistent with the interests of the Authority.

3. CONFLICTS OF INTEREST AND RELATED MATTERS.

A. All employees are subject to the provision of Florida Statutes §§ 112.311 and 112.313 and other regulations or standards governing the conduct of employees of agencies, including those set forth by the Florida Commission on Ethics.

B. No Employee or other individual is eligible to hold a position of employment which reports directly to a Relative of the Employee or individual and no Employee may directly supervise a position in which a Relative of the Employee is employed. As used herein, "Relative" means individual who is related to the Employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

C. No Employee may use the Employee's status with the Authority to interfere with the result of an election or nomination process, nor to directly or indirectly cause another Employee to contribute anything of value to any party, committee, organization, agency or person for political purposes.

D. Employees may not engage in or accept any conflicting employment or enterprise inconsistent with or incompatible with the Employee's job duties with the Authority. Prior to accepting any potentially conflicting employment, Employees should disclose to the Authority (via written notice to the President), including the identity of the employer and anticipated job duties.

4. EMPLOYEE DRESS CODE – Casual business wear will generally be acceptable in the office environment during regular business hours. Casual business wear means comfortably fitting, clean, neat clothing, in good condition, that communicates a professional attitude. The following items are inappropriate for office wear: apparel typically worn to the beach or for work in the yard or gym; clothing that is excessively revealing (transparent, or that overly exposes areas of the body such as the midriff or chest); bedroom slippers or flip flops; garments meant to be worn as underwear; T-shirts; or, attire with graphics or text endorsing gang membership, obscenity, illegal activities, violence, drugs, alcohol or tobacco.

5. TOBACCO USE PROHIBITED ON AUTHORITY PREMISES. All use of smoking or tobacco products (including electronic smoking devices) is prohibited on Authority premises.

6 UNLAWFUL AND/OR PROHIBITED SUBSTANCES. Use, sale, dispensing or possession of illegal drugs or narcotics is prohibited on Authority premises. Unless approved in advance by the Authority as part of an Authority-sanctioned event, the use, sale, dispensing or possession of alcoholic beverages is prohibited on Authority premises. Appropriate disciplinary action will be taken against Employees who are in possession of or under the influence of alcohol or illegal drugs while on Authority premises.

7. TERMINATION. Employment with the authority is “at will” and may be terminated by the Authority or the Employee for any reason, with or without cause. Terminated employees shall be paid any owed compensation and benefits payable through the effective date of termination. The Authority shall be entitled to deduct from any payments amounts owed by the Employee to the Authority.

ADOPTED THIS 16th DAY OF DECEMBER 2020