

## Possible Outline – For Discussion Purposes Only

**City of Pembroke Pines**  
**Ethics Training for Employees**  
**Frequency – Every Other Year/New Hires**  
**Method – Virtual Training**

### **Module 1: Introduction to Ethics in Government**

- Importance of ethics in public service, personal responsibility, and maintaining public trust.

### **Module 2: State of Florida Ethics Laws**

- Disclosure requirements (for example, Form 1) and open government laws (Sunshine and Public Records).

### **Module 3: City Charter, Code, and Policies**

- Local ethics rules, procurement ethics, supporting HR policies, City Employee Handbook - City Rule and Regulations (specifically, but not limited to sections 4 and 5), and internal reporting tools.

### **Module 4: Practical Application & Scenarios**

- Scenarios to illustrate examples.

### **Module 5: Reporting, Enforcement**

- Reporting channels (ethics hotline, ethic website link, HR Director, etc.), and consequences of violations.

### **Notes**

A survey of eight (8) Broward County Cities resulted in the following findings:

- 1) Offer Employee Ethics Training: No - 63% & Yes – 37%
- 2) Frequency: Once Per Year – 33% & Every Other Year – 67%