

MCMINNVILLE HOUSING AUTHORITY CODE OF ETHICS

PREFACE

The McMinnville Housing Authority has adopted a Code of Ethics (Code) for its employees, and members of its Board of Commissioners. This code is designed to assure the utmost in public trust and confidence in the policies and practices of the Authority. Because of its status as an independent public corporation, the Authority recognizes its responsibility to conduct all business in a manner above reproach or censure. This Code will describe in detail the standards by which members of the Board of Commissioners and staff are to be held accountable.

This Code recognizes those sections of federal, state, and local law which govern the conduct of public employees, and in no way supplants those provisions of law.

The Code shall be generally applied so as to avoid the appearance, or actual occurrence of, any favoritism or special treatment towards any applicant, resident, or vendor having business, or dealings of any kind, with the Authority. No Commissioner or employee shall use or cause or allow to be used his or her position to secure any personal privileges for himself, herself, or others, or to influence the activities, actions, or proceeds of the Authority.

The McMinnville Housing Authority, in establishing ethical standards for its employees and commissioners, recognizes the importance of establishing standards of conduct for vendors and suppliers of products and/or services to the Authority. While the Authority cannot mandate the internal conduct or policies of vendors, it nevertheless requires that vendors and suppliers adhere to certain basic principles in conducting business with the Authority. Specifically, these principles include:

There shall be no direct or indirect inducement of employees or members of the Board of Commissioners including the giving of gifts, money, tickets, meals, or any other items or service having value in excess of \$25.00. It is recognized that in the course of business dealings, there may be times when meals may be arranged as a part of a business meeting. In such cases, such events should be reported to the Executive Director or the Chairman of the Board, as appropriate, with the nature of the meeting explained when it is anticipated that the value of the meal will exceed \$25.00.

It is expected that vendors or suppliers of professional services to the Authority will be governed by the Code to which their particular profession prescribes.

Any vendor or supplier found in violation of Authority policy shall be barred from future business dealings with the Authority. The Authority reserves the right to have vendors and suppliers sign a statement of compliance with the standards of conduct of the Authority.

DEFINITIONS

"Claim" shall mean any demand, written or oral, made upon the Authority to fulfill an obligation arising from law or equity.

this status. The employee involved shall not participate in the decision making process regarding any action affecting the employment of said relative. No employee shall participate in the application and/or leasing process, including but not limited to the execution of a lease, calculation of rent, inspections or the termination process of any relative listed.

Preferential treatment

There shall be no preferential treatment given by an employee of the Authority acting in performance of his or her official duties to any person, agency or organization.

Authority owned equipment

No Authority employee shall use or permit the use of Authority-owned computer, vehicles, equipment, materials or property for the convenience or profit of himself, herself, or any other person. However this provision shall not apply in the case of usage for "diminutive" purposes, i.e., purposes which in and of themselves should not be construed as abuse of Authority property.

Gifts

No Authority employee shall solicit any gift or consideration of any kind, nor shall any Authority employee accept or receive a gift having value in excess of \$25.00 regardless of the form of the gift, from any person who has an interest in any matter proposed or pending before the Authority.

Disclosure of Information

No Authority employee shall disclose, without proper authorization, information or records concerning any aspects of the operation of the Authority, nor shall he or she use such information to the advantage or benefit of himself, herself, or any other person. This shall include records maintained on applicants/residents of the Authority. The release of any information relative to applicants/residents of the Authority shall be done pursuant to government regulations allowing the release of information among government agencies or agencies receiving government subsidy, shall be done following prescribed methods of requesting and transmitting such information, and shall be done with full knowledge of the applicant/resident except in those cases where through action of law the applicant's/resident's knowledge is not required.

Former employees

No former employee of the Authority shall personally represent any person in a matter in which the former employee personally participated while employed by the Authority for one year, if such representation would be adverse to the interests of the Authority. This provision shall not, however, bar the timely filing by a current or former employee, of any claim, account, demand, or suit arising out of personal injury, property damage, or any benefit authorized or permitted by law.

Handling of MHA funds

Employees who have access to Organization funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in MHA's instructional manuals or other explanatory materials, or both. MHA imposes strict standards to prevent fraud and dishonesty. If employees become aware of any evidence of fraud and dishonesty, they should immediately advise the Executive Director so that MHA can promptly investigate further.

at some point a Commissioner might be expected to vote, legislate, or rule on a matter involving said party.

- B. Any current or past contact in, or interest in, activities or programs of the Authority, including, but not limited to, any contracts previously bid and let, familial relationships with any staff or other board members, or any consultative or professional contracts.

No Commissioner shall vote, decide on, or discuss any matter before the Board if that Commissioner has an interest in the matter, except that:

- A. A Commissioner having interest through a voluntary association with the person or organization may be allowed to discuss the matter.
- B. If the matter concerns a person or organization with which the Commissioner had former contact, and that former contact existed either prior to his or her selection, or occurred at least two years prior to the current discussion of the matter, the Commissioner may freely act.

No Commissioner may use his or her position on the Board to intimidate, coerce, persuade or otherwise influence any of the activities or employees of the Authority.

No commissioner shall solicit any gift or consideration of any kind, nor shall any commissioner accept or receive a gift having value in excess of \$25.00 regardless of the form of the gift, from any person who has an interest in any matter proposed or pending before the Authority.

POLICY DISIMINATION

New employees will be provided a copy of this policy as a part of their employment packet. Updates or changes will be distributed and discussed with employees.

Commissioners will be provided a copy of this policy at or before their first Board Meeting. Changes to this policy will be reviewed and approved by the Board of Commissioners.