

**Code of Ethics Policy for all Employees and Commissioners of
SWEETWATER HOUSING AUTHORITY**

Adopted: Dec. 17, 2007 - RESOLUTION 2007 -20

This Policy of standards of conduct and ethical principles is intended to ensure that each employee and commissioner adheres to the high standards of honesty, integrity, impartiality and conduct in carrying out his or her duties for Sweetwater Housing Authority.

Ethical Standards and Prohibited Practices - In order to avoid becoming involved or implicated in a conflict of interest or impropriety or, just as important, an appearance of conflict of interest or impropriety, all Sweetwater Housing Authority employees and all persons having business with the Authority shall adhere to the following practices:

A. Personal Gain - No employee of the Sweetwater Housing Authority shall, except for compensation as provided by the Authority, use his or her office or confidential information received thereby for any private purpose, including, without limitation: commercial purposes, financial gain, present or future employment or gain for himself or herself, a member of his or her immediate family, or business with which he or she is associated.

B. Acceptance of Gratuities - No employee of the Authority may accept, directly or indirectly, any money, gift, gratuity, or other consideration or favor of any kind. A gift includes any gratuity, favor, entertainment, hospitality, or other item having monetary value; a gift does not include items of nominal intrinsic value ("nominal intrinsic value" meaning that it has an aggregate market value of \$50.00 or less per occasion). A gift an employee knows is being offered with the intent to influence his or her official conduct is not subject to the "nominal intrinsic value" exception. It shall not be considered a violation of this policy for an employee to receive food, entertainment, refreshments, meals or amenities that are provided in connection with a conference sponsored by an association of housing authorities.

C. Use of Position or Information - No employee shall solicit or accept anything of value based on any agreement, understanding, or implication that the official action of any Authority employee would be influenced or determined thereby.

No person shall offer or give anything of value to Authority employees, members of their immediate families, or businesses with which they are associated, based on any understanding, agreement, or implication that the official action of any employee would be influenced or determined thereby.

No Authority employee or Commissioner, in their relationships with any person, shall use the power or authority of their office or position in a manner intended to induce or coerce another person to provide, directly or indirectly, anything of value which will accrue to the private advantage, benefit, or economic gain of the official, employee, or any other person. As used in this subsection, the term "private advantage, benefit, or economic gain" shall mean advantage, benefit, or economic gain distinct from that of the general public or not resulting naturally from lawful and proper performance of duties.

No employee shall intentionally engage in any act, in addition to those listed above, which is in conflict with the performance of his or her official duties.

D. Enforcement - In all instances of complaints or reports of allegations of impropriety involving the Sweetwater Housing Authority, the reports shall be referred to the Executive Director for a proper investigation and appropriate disciplinary action. In the case of the Director, reports shall be referred to the Board of Commissioners for a proper investigation and appropriate disciplinary action.