Warren Metropolitan
HOUSING AUTHORITY

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E-Mail: housing@warrenmha.org
Website: www.warrenmha.org

Code of Conduct
Conducting business with Core Values and Ethical Standards

I. All employees and contractors are expected to maintain the highest level possible ethical and moral standards and to perform their duties in accordance with he laws of the state of Ohio and other rules and regulations as may be set for the by the Housing Authority. It is important to remember that the compensation of all employees is paid through taxes and other sources. Therefore, each employee/contractor shall have the responsibility to serve the residents and the public in an honest, effective, friendly and courteous manner.

II. Any employee/contractor in doubt as to the application of this section or another ethics laws or regulations may seek the advice of the Executive Director. The Executive Director may refer the matter to the Ohio Ethics Commission for a binding advisory opinion.

III. Employees shall be provided with a copy of the Ohio Ethic's laws, ORC Section 102 and R.C. Section 2921.42 within 15 days of hire, and the Employer will require the employees to acknowledge receipt in writing.

IV. **Confidential Information:** The Warren Metropolitan Housing Authority (WMHA) safeguards private information provided to the PHA by program applicants and participants. Employees and contractors must keep all privileged information obtained through their work confidential, including any information that could identify a person as an applicant or participant in a WMHA-administered program. Employees or contractors who receive a subpoena or otherwise believe they may be required to disclose private information to a court or government agency must immediately notify the WMHA Executive Director. The Executive Director will explain the steps to take and how to cooperate with all lawful efforts to protect the information.

V. **Conflict of Interest**: Each employee/contractor will be required to comply with the conflicts of interest requirement of the Housing Choice Voucher Program at 24 CFR 982.161 which is outlined on HUD form 52641

VI. Professional Code of Ethics: All WMHA employees and contractors must treat everyone, including staff, members of the public, clients, and prospective clients, with respect and civility. Any conflict between an employee's or contractor's governing professional code of ethics and personal ethics must be reported immediately to the Executive Director, who will promptly assess the extent of the conflict and take any necessary action. Ethical standards apply to a wide range of situations, and each employee's or contractor's conscience remains the best safeguard of ethical conduct. The overall intent of this code of ethics is that employees/contractors avoid any action, or create the appearance of:
    a. Using public office for private gain, or;
    b. Giving preferential treatment of any person, entity or group.

VII. Employees of the Housing Authority are prohibited from accepting gifts, money or any form of gratuity from any person in exchange for services or benefits provided by the Housing Authority.

VIII. Employees shall not solicit or accept anything of value, whether in the form of service, loan, gift or promise from any person, firm, or corporation currently doing business with the Housing Authority.

IX. An employee offered a gift or gratuity described above must notify the Executive Director and direct the person making the offer to contact the Executive Director, who will explain the Housing Authority's policy and procedures for donating to the agency.

X. Any contractor, subcontractor or agent shall be dealt with in accordance with the Ohio Ethics Laws, including penalties of fines and imprisonment contained in Chapter 102 and sections 2912.42 and 2912.43 of the Ohio Revised Code. Please contact the Ohio Ethics commission for clarification or additional information.

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Signature Date