

OTTUMWA HOUSING AUTHORITY COMMISSIONERS' CODE OF ETHICAL BEHAVIOR

1. Commissioners' Responsibilities

As the Ottumwa Housing Authority Commissioners, we are responsible for adding value to the organization and contributing to the ethical success of the Ottumwa Housing Authority. We accept professional responsibility for our individual decisions and actions. We are also advocates for the Authority by engaging in activities that enhance its credibility and value.

Intent

- To build respect, credibility, and strategic importance for the Authority and the community in which we serve.
- To lead the Authority in achieving its objectives and goals.
- To inform and educate the public about current principles and practices.
- To positively influence residents, general public, and employees.

Guidelines

- Adhere to the highest standards of ethical and professional behavior.
- Measure the effectiveness of our housing programs in collaboration with the Executive Director.
- Comply with federal, state and local housing laws.
- Strive to achieve the highest levels of service, performance, and social responsibility.

2. Professional Development

As Authority Commissioners, we will strive to meet the highest standards of competence.

Ethical Leadership

Commissioners are expected to exhibit individual leadership as a role model for maintaining the highest standards of ethical conduct.

Intent

- To set the standard and be an example for others both internally within the Authority and externally with our clients.

Guidelines

- Be ethical; act ethically in every professional interaction (various events, media, usage of email accounts, or any other individual or group meetings).
- Seek expert guidance if ever in doubt about the ethical propriety of a situation.

3. Conflict of Interest

As Commissioners of the Authority, we must maintain a high level of trust with our community, residents, and our employees. We must protect the interests of all, as well as our professional integrity, and should not engage in activities that create actual, apparent, or potential conflicts of interest such as nepotism, gaining monetary benefit, or any other benefit that would not be available otherwise.

Intent

- To avoid activities that are in conflict or may appear to be in conflict with any of the provisions of this Code of Ethical Behavior and the Authority Bylaws or with one's duties and responsibilities as a member of the Board of Commissioners.

Guidelines

- Refrain from using your position for personal, material or financial gain, or the appearance of such.
- Refrain from giving or seeking preferential treatment within the Authority or the community at large.
- Prioritize your obligations to identify conflicts of interest or the appearance thereof; when conflicts arise, disclose them to the Commissioners or the Executive Director.

By signing below, I understand the requirements of the Ottumwa Housing Authority Code of Ethical Behavior and the role of a Commission. I understand that the violation of any Code of Ethical Behavior will result in a closed session with the Ottumwa Housing Authority Board of Commissioners and the Ottumwa Housing Authority Executive Director. The session will be held to review the violation. If such violation is found to exist, the Board of Commissioners will recommend that the Mayor and City Council remove the Commissioner subject to the applicable statute..

Commissioner

Date

Executive Director

Date