

Housing Authority of Brevard County Code of Ethics Policy

Housing Authority of Brevard County (BFH) prides itself on high standards of excellence, and expects its employees to uphold these ideals when dealing with individuals both internally and externally. The following Code of Conduct is intended to provide guidelines for the professional, ethical, and legal behavior Housing Authority of Brevard County expects of our employees. Housing Authority of Brevard County expects that all employees will avoid activities that create a conflict of interest with their responsibilities to the organization. Housing Authority of Brevard County also expects that its employees will observe the highest moral and ethical standards in any dealings in which they represent the agency.

A conflict of interest is not easy to define. Various circumstances and relationships might constitute a conflict of interest or violate Housing Authority of Brevard County ethical standards. In general, they represent situations in which an employee's activities could conflict with the employee's responsibilities to Housing Authority of Brevard County or to others with whom it does business.

Employees should strive to conduct all business with integrity. Employees should deal fairly and honestly with customers, vendors, suppliers, and all others with whom they interact. No employee should knowingly permit any business transaction to occur that is not fair to the organization, our customers or our clients.

No employee should use his or her position with Housing Authority of Brevard County, or information acquired during employment, in a manner that may create a conflict of interest between the personal interests of the employee and the interests of the organization. It is the responsibility of all employees to maintain the confidentiality of Housing Authority of Brevard County proprietary information. Employees should refrain from discussing confidential information with outsiders and with anyone else who does not have a legitimate need to know the information.

Housing Authority of Brevard County recognizes and respects each employee's right to privacy and to engage in personal activities outside the scope of his or her employment. Each employee also has an obligation, however, to refrain from activities that conflict or interfere with Housing Authority of Brevard County's operations.

In many cases, it is as important to avoid the appearance of a conflict as it is to avoid the conflict itself. Listed below are some potential conflicts that could result in disciplinary action:

Outside employment. No employee of Housing Authority of Brevard County shall accept simultaneous employment with another firm when that employment would present a conflict of interest. Such a conflict would be most likely if the other firm is a supplier of Housing Authority of Brevard County. A conflict might also arise if the hours or conditions of the other job interfere with the employee's performance for Housing Authority of Brevard County.

Outside business interests. No employee shall establish or maintain an outside business interest that would cause any type of conflict. In addition, no employee may have any personal financial dealings with any individual or business organization, other than a regulated financial institution, that furnishes merchandise or supplies property or services to Housing Authority of Brevard County. This includes receiving loans (other than bank loans), commissions, royalties, property interests, or anything of value. No employee should maintain an investment in any such business.

Accepting gifts and entertainment. No employee shall accept gifts of more than nominal value from any individual or enterprise that does business, or seeks to do business, with Housing Authority of Brevard County. Also, no employee shall accept any travel, living, or entertainment expenses from such persons or business organizations, either in kind or as an expense allowance. This policy does not cover gifts whose value is so small they are not likely to influence a business decision.

Fair competition. All employees will conduct themselves in a fair and ethical manner when dealing with customers and suppliers. Under no circumstances will employees enter into arrangements with competitors that affect pricing or marketing policies.

**HOUSING AUTHORITY OF BREVARD COUNTY
CODE OF ETHICS POLICY (CONT.)**

Employee Signature

Date