



CODE OF ETHICS AND STANDARDS OF CONDUCT

The Board of Commissioners of the Housing Authority of the City of Stuart, Florida (SHA) establishes a mandatory Code of Ethics and Standards of Conduct (Code) for commissioners and employees (Associates). Associates shall be careful to ensure that s/he is not involved in any apparent or potential violation of this Code.

CONFLICT OF INTEREST

1. No Associate of SHA shall participate in the selection or in the award or administration of a contract supported by U.S. Federal, State, Local, or other regulated funds if a conflict of interest would be involved. Such a conflict would arise when (i) the employee, officer, or agent, (ii) any member of his/her immediate family, (iii) his/her partner, or (iv) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the selection for award.
2. No Associate shall solicit or accept anything of value such as a gift, favor, loan, reward, promise of future employment, preferred service, benefit or concession that would reasonably tend to improperly influence said person in the discharge of their official duties or give the appearance of any improper influence.
3. No Associate shall use or attempt to use their position, or any property or resource under their care or perform their official duties to secure special privileges, benefits or exemptions for themselves or others, except as may be provided by policy and/or law.
4. No Associate shall accept employment or engage in any business or professional activity, which they might reasonably expect, would require or induce him or her to disclose confidential information acquired by him or her by reason of his or her official position with SHA.
5. No Associate shall disclose or use information not available to members of the general public and gained by reason of their official position for their personal gain or benefit or for their personal gain or benefit of any other person or business entity.
6. If any Associate of SHA is an officer, director, partner, proprietor, associate, or agent of, or owns a material interest in any business entity which is granted a privilege to operate in this state, they shall file a sworn statement disclosing such facts no later than forty-five (45) days after becoming an Associate or after the acquisition of such position or material interest with the Human Resources Department.
7. No Associate shall transact or solicit to transact any business in their official capacity with any business entity for which the Associate is a director, agent, or member or in which they own a financial interest, or otherwise has any material interest therein. Nor shall an Associate, acting in a private capacity, transact or solicit to transact any business with SHA.



8. No Associate shall have personal investments in any enterprise, which would reasonably create a conflict between their private business interest and the public interest.
9. No Associate shall at any time accept any compensation, payment or thing of value when such Associate knows, or with the exercise of reasonable care, should know that it was given to influence a vote or other action in which the Associate was expected to participate in their official capacity.
10. No Associate may, either directly or indirectly, purchase, rent, or lease any realty, goods, or services for or on behalf of SHA from any business entity of which the Associate is an officer, partner, director, or proprietor, or in which any of them have a material interest.
11. No Associate shall personally represent another person or entity before SHA for compensation for a period of two (2) years after leaving the Board of Commissioners or terminating their employment with SHA for any reason, unless they are employed by another public agency.
12. No Associate shall have or hold any employment or contractual relationship with any business entity or agency, which is doing business with the SHA. Nor shall any Associate have or hold any employment or contractual relationship that will create a continuing or frequently recurring conflict between their private interests and the performance of their public duties, or that would impede the full and faithful discharge of their public duties.
13. No Associate shall have any interest, financial or otherwise, in any business transaction or professional activity, nor from any obligation of any venture which is in substantial conflict with the proper discharge of his or her duties.
14. No commissioner may vote in their official capacity upon any measure which would inure to their special private gain or loss or which they know would inure to the special private gain or loss of a relative or business associate of the commissioner. A commissioner, prior to a vote being taken, shall publicly state at the meeting the nature of the commissioner's interest in the matter from which they are abstaining from voting. However, if the nature of the conflict is known prior to the meeting, the commissioner shall notify the Executive Director in writing prior to the meeting.

ADMINISTRATION

1. Any Associate of SHA should report violations of this Code to his/her supervisor, or to the Executive Director/CEO.
2. There will be no retaliation against any party who makes a good faith complaint concerning violations of this Code; regardless of whether it is ultimately determined that such violation has in fact occurred. Nor will there be any retaliation against any party who provides information in the course of an investigation into alleged violations of this Code.



3. All SHA supervisors have a responsibility to be sensitive to and address violations of this Code. This responsibility includes monitoring all relevant work activities and contacting a higher level supervisor or the Executive Director/CEO, if it is reasonably believed that a violation of the Code has occurred. Any such report shall be investigated regardless of whether a formal complaint has been made.

DISCIPLINE

1. Any Associate of SHA determined to have committed a violation of this Code shall be subject to disciplinary action, up to and including termination/removal from the Board.

DISSEMINATION

1. Any Associate of SHA shall be informed of this Code upon adoption, and/or when s/he is initially employed with SHA or appointed to its Board.