CODE OF CONDUCT AND
CONFLICT OF INTEREST STATEMENT
FOR POLK COUNTY CONTINUUM OF CARE BOARD
DIRECTORS, COMMITTEE MEMBERS, AND EMPLOYEES

The Polk County Continuum of Care Board (the “CoCB”), and its respective directors, committee members, and employees, shall serve in a manner so as to avoid the appearance or actual occurrence of a conflict of interest, or any favoritism or special treatment toward any person, applicant, organization, or vendor having business or dealings with the CoCB. No director, committee member, or employee shall use or cause, or allow to be used, his or her position to influence or secure any personal privilege or private gain for himself, herself, a family member, or related organization.

CoCB directors, committee members, and employees should:

- address the planning, data collection and service provision of CoCB through advocacy and sound oversight and administration of its programs;
- perform his or her duties with the highest degree of integrity and professional care to merit the respect of the beneficiaries of programs, elected officials, and the general public;
- avoid using the office to gain improper advantage for oneself or any applicant, client, vendor, or person having business with the CoCB;
- exercise diligence, objectivity, and honesty in all CoCB activities;
- avoid any activity that is in conflict with his or her official duties and not realize improper personal gain from the performance of his or her official duties;
- serve the Continuum of Care with dedication, concern, courtesy and responsiveness;
- strive for professional excellence in his or her CoCB service; and
- promote and encourage the highest level of ethics.

The Conflict of Interest Policy of the Polk County Continuum of Care Board (the “Conflict of Interest Policy”) provides that a conflict of interest exists when any director, committee member, or employee has a direct or indirect financial interest, through business, investment, or family, in any proposed transaction or arrangement of the CoCB.

A director, committee member, or employee has a financial interest if the person possesses (a) an ownership or investment interest in any entity with which the CoCB has a transaction or arrangement; (b) a compensation arrangement with the CoCB or with any entity or individual with which the CoCB has a transaction or arrangement, or (c) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the CoCB is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

Any directors, committee members, or employees with a potential conflict of interest involving any matter under consideration by the CoCB shall be recused from any discussion or vote on the matter. Interested directors, committee members, or employees are prohibited from any attempt to advocate on their own behalf through private contact, communication, or discussion. Such matters of interest include, but are not limited to, grant or contractual arrangements with the CoCB.
In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he or she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

The minutes of the governing board and all committees with board delegated powers shall contain the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board’s or committee’s decision as to whether a conflict of interest in fact existed. The minutes shall also contain the names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, up to and including expulsion from the CoCB and civil or criminal legal action.

Employees of the CoCB are prohibited from soliciting or accepting gifts or gratuities in excess of minimum value.

By signing below, I hereby affirm and certify as follows:

- I have received a copy of the Conflict of Interest Policy.
- I have read and understand the Conflict of Interest Policy.
- I agree to comply with the Conflict of Interest Policy.
- I understand the CoCB is a 501(c)(3) charitable organization and to maintain its federal tax exemption must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Signature: __________________________
Print Name: __________________________
Print Title: __________________________
Dated: __________________________