

CONTRA COSTA COUNCIL ON HOMELESSNESS CONFLICT OF INTEREST POLICY

Each Council on Homelessness (“COH”) member, chairperson, employee, agent, and consultant is expected to uphold certain standards of performance and good conduct and to avoid real or apparent conflicts of interest.

In order to prevent a conflict of interest, a COH member, chairperson, employee, agent, or consultant may not:

- Participate in or influence discussions or decisions concerning the selection or award of a grant or other financial benefit to an organization that the COH member, employee, officer, or agent has a financial or other interest in or represents, including immediate family ties, except for the COH itself
- Solicit and/or accept gifts or gratuities on behalf of the COH by anyone for personal benefit in excess of minimal value
- Engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict
- Engage in violations of the law or unethical business practices

Individuals with a conflict of interest will inform the COH of the conflict and excuse themselves from the meeting or deliberations during such discussions. The COH Chair or its administrative designee shall track which COH members have conflicts of interest and help to ensure such members do not participate in discussions or decisions in which the members have a conflict.

Each COH member, chairperson, employee, agent, or consultant must sign a *Code of Conduct and Conflict of Interest Policy Agreement* to demonstrate that the individual is aware of and agrees to abide by this policy. Any failure to adhere to the policy may result in disciplinary action. Disciplinary action may include, but is not limited to:

- Oral warning
- Written warning
- Suspension
- Termination

In addition to disciplinary action, civil and/or criminal penalties may be sought.

The COH must keep records showing compliance with code of conduct and conflict of interest requirements, including documentation of a signed policy acknowledgment by all COH members. The COH will maintain any records supporting exceptions to the conflicts of interest policy as required by 24 CFR part 578.95.

Code of Conduct and Conflict of Interest Policy Agreement

I, _____, am a *member*/ *chairperson*/ *employee*/ *agent*/ *consultant* (*check one*) of the COH and in that position, I have read and understand the Code of Conduct and Conflict of Interest Policy of the COH and I agree to uphold these standards of performance and good conduct and to avoid real or apparent conflicts of interest.

I will not participate in or influence discussions or decisions concerning the selection or award of a grant or other financial benefit to an organization that I have a financial or other interest in or represent, except for the COH itself.

Organizations that I or a close relative or family member have a financial or other interest in are:

If and when such discussions or decisions occur and a conflict arises, I will inform the COH board of my conflict and excuse myself from the meeting or deliberations during those discussions.

I will not solicit and/or accept gifts or gratuities on behalf of the COH by anyone for my personal benefit in excess of minimal value.

I will not engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict.

I will not engage in unethical business practices or conduct that violates the law, including any payments for illegal acts, indirect contributions, rebates, and bribery.

I understand that any failure by me to comply with this code of conduct or conflict of interest policy could result in disciplinary action, which may include termination of my position from the COH and civil and/or criminal penalties.

Name [printed]

Signature

Date