



Housing Authority

of
THE CITY OF PRICHARD, ALABAMA
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CODE OF PROFESSIONAL CONDUCT for EMPLOYEES, OFFICERS AND AGENTS of the HOUSING AUTHORITY OF THE CITY OF PRICHARD

I. INTRODUCTION

The mission and purpose of the Housing Authority of the City of Prichard is to provide safe, decent and affordable housing and to promote and expand self-sufficiency opportunities for low and moderate-income individuals and families. In full-filling the above stated mission, employees, officers and agents of the Housing Authority of the City of Prichard are expected to conduct themselves in such a manner that maintains public trust and confidence in the integrity and professionalism of the services provided by the Authority. This Code of Professional Conduct is intended to clarify for all employees, officers and agents of the Housing Authority of the City of Prichard that conduct which is expected in the performance of the duties, responsibilities and obligations of the above stated individuals in an effort to maintain the highest standards of personal and professional conduct within the Housing Authority of the City of Prichard and amongst its employees, officers and agents.

II. PROFESSIONAL CONDUCT AND ETHICS

Each Housing Authority of the City of Prichard employee, officer and agent will adhere to a Code of Conduct that supports the above stated mission and pledges to:

1. Perform work responsibilities with the highest degree of integrity and professionalism, respecting the dignity of the resident beneficiaries of the programs administered by the Authority;
2. Serve the public with dedication, courtesy, honesty and sensitivity;

3. Comply with any and all legislative, **industrial** and administrative requirements, rules and regulations;
4. Make decisions fairly and without bias using the best factual information available;
5. Avoid words, phrases, or actions that could be understood to manifest bias or prejudice based on race, national or ethnic origin, color, religion, sex, sexual orientation, age, mental or physical disability, or other personal abilities, characteristics or beliefs;
6. Avoid the direct or indirect use of Authority property for anything other than officially approved activities;
7. Avoid any activities which may conflict with official duties and not solicit or accept any fee, gift or gratuity whether monetary or otherwise for the professional discharge of duties except an authorized salary, expenses and other established benefits;
8. Promote and encourage the highest level of ethics within the **Authority**;
9. Immediately report known violations of this Code of Professional Conduct to the Executive Director.

III. CONFLICT OF INTEREST

It is important for the employees, officers, agents and subgrantees of the Housing Authority of the City of Prichard to be fully aware that both real and apparent conflicts of interest may occur in the course of conducting the business of the Prichard Housing Authority. All employees, officers, agents, and subgrantees should endeavor to pursue a course of conduct that does not raise either a real, apparent or potential conflict of interest. Employees, officers, agents and subgrantees of the Housing Authority of the City of Prichard shall avoid acts which are improper or give the appearance of bias or impropriety. The credibility of programs administered by the Housing Authority of the City of Prichard requires that written standards of conduct be maintained governing the performance of its employees engaged in the award and administration of contracts and in conformance with 24 CFR 84.42 and 24 CFR 85.36(b)(3) which reflect the Department of Housing and Urban Development's Core Values and Ethical Standards. Therefore, the following standards/prohibitions adopted by the Board of Commissioners of the Housing Authority of the City of Prichard, Alabama, shall apply:

1. **Participation in the Award or Administration of Contracts Supported by Federal funds.**
 - a. No employee, officer, or agent of the Housing Authority of the City of Prichard or its sub-grantees shall participate in the selection, award, or

administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict, real or apparent, would arise when:

- (i) The employee, officer, or agent,
- (ii) Any member of his or her immediate family,
- (iii) His or her partner, or
- (iv) An organization which employs or is about to employ any of the parties indicated herein, has a financial interest in the firm selected for an award.

2. **Solicitation or Acceptance of Gifts, Gratuities, Favors or Anything of Monetary Value.**

- a. No employee, officer, or agent of the Housing Authority of the City of Prichard or its sub-grantees shall solicit or accept gifts, gratuities, favors, or anything of monetary value from contractors, potential contractors or parties to sub-agreements.
- b. While employees, officers and agents of the Authority are advised that they must scrupulously guard against creating even the perception of bias, gifts of nominal value generally used for promotional purposes or moderate acts of hospitality may be accepted. ((DEFINE))
- c. If any person is in doubt of any provision of this policy, guidance should be sought from the Executive Director in specific instances.

3. **Administration of the Section 8 Program.**

- a. In addition to all other provisions of this policy, the Housing Authority of the City of Prichard, its contractors or subcontractors, shall not enter into any contract or arrangement in connection with the tenant-based programs in which any of the following classes of persons has any interest, direct or indirect, during tenure or for one year thereafter:
 - (i) Any present or former member or officer of the Housing Authority of the City of Prichard (except a participant commissioner);
 - (ii) Any employee of the Housing Authority of the City of Prichard , or any contractor, subcontractor or agent of the Housing Authority of the

City of Prichard , who formulates policy or who influences decisions with respect to the programs;

- (iii) Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs; or
- (iv) Any member of the Congress of the United States.

- b. Any member of the classes described in paragraph (a) of this subsection must disclose their interest or prospective interest to the Housing Authority of the City of Prichard and HUD.
- c. The conflict of interest prohibition under this section may be waived by the HUD field office for good cause, however, no act which would violate the provisions hereof shall be undertaken unless a written waiver is first sought and obtain from the Birmingham Field Office.

4. **If a Violation Occurs; Disciplinary Action:**

- a. **Duty to Disclose.** It is the duty of each employee, officer, or agent of the Housing Authority of the City of Prichard to disclose immediately any financial, personal or other interest which could directly or indirectly compromise the performance of his or her duties or conflict with the business of the Authority.
- b. **Duty to Report.** When an actual or potential violation of any ethical standard is discovered, each person involved shall promptly file a written statement regarding the matter and request written instructions for the disposition of the matter from his or her immediate supervisor or the Executive Director.
- c. **Failure to Report or Disclose; Employees, Officers and Agents.** If an actual violation occurs or is not disclosed, the employee, officer or agent may be reprimanded, suspended, or dismissed from employment or other such disciplinary action may be taken in accordance with the Personnel Policy of the Housing Authority of the City of Prichard.
- d. **Violations; Contractors, Potential Contractors or Other Parties; Debarment and Cancellation of Contracts.** Any contractor, potential contractor or parties to a sub-agreement or any other person that is determined to have acted unethically may be barred from receiving future

contracts and/or have any existing contracts canceled.

- IV. **ANNUAL CODE OF PROFESSIONAL CONDUCT STATEMENT.** The Housing Authority of the City of Prichard requires that all current officers, employees and agents sign a Code of Professional Conduct Statement each year. One copy of the signed statement shall be given to the officer, employee or agent and one copy shall be filed in the employees personnel file. The Housing Authority of the City of Prichard will maintain a file copy of the Code of Conduct for all current officers and agents.
- V. **NOTICE OF CODE; EXECUTIVE DIRECTOR.** The Executive Director shall be responsible for assuring that all current officers, employees, and agents receive notice of this Code of Conduct, and that all future officers, employees, and agents receive notice at the time of their affiliation with the organization in their respective roles. Delivery of the Code of Conduct shall be accomplished by either hand delivery or through the U.S. mail service.