

PAWNEE CITY HOUSING AUTHORITY
CODE OF PROFESSIONAL ETHICS

The objective of this Code of Ethics is to provide for professional performance by the Commissioners, Executive Director and employees of the Pawnee City Housing Authority (PCHA), hereinafter referred to as Pawnee City Housing Authority personnel, through the acceptance and conformance to those rules and regulations that are necessary to provide a beneficial relationship between the people he or she serves, employers, colleagues, and the public at large.

All personnel shall be bound by the following pledge:

I pledge myself to the professionalism of the PCHA through my own efforts and through the mutual efforts of my colleagues and by all other proper means available.

I pledge myself to seek and maintain an equitable, honorable and cooperative association with all others who are concerned with the proper and professional management of the PCHA.

I pledge myself to place honesty, integrity, industriousness, compassion and understanding above all else; to pursue my gainful efforts with study and dedication to the end that service to the people I serve shall always be maintained at the highest possible level.

I pledge myself to comply with the rules and regulations and principles of the PCHA and this Code of Professional Ethics.

ARTICLE I

The Code of Ethics of the PCHA which is the employer, the municipality or city in which the local authority is located, and the Department of Housing and Urban Development as is in effect from time to time shall be incorporated into this Code by reference.

ARTICLE II

PCHA personnel will maintain the use of their position in a manner that shall be positive to and committed to the program objectives and purposes of the authority.

ARTICLE III

PCHA personnel shall maintain the highest ethical standards concerning any public oral or written statements of any nature concerning the authority's management practices and procedures.

ARTICLE IV

PCHA personnel shall at all times be loyal to the authority and the people that are served by the authority, and shall be diligent and thoroughly professional in the maintenance of its properties and the protections of its reputation.

ARTICLE V

PCHA personnel shall not represent divergent or conflicting interest, or engage in any activity reasonably calculated to be contrary to the best interest of the housing authority unless the housing authority has been previously notified and has given written approval.

ARTICLE VI

PCHA personnel shall refrain from receiving, directly or indirectly, any fee, rebate commission, discount, gratuity or any other benefit whether monetary or otherwise for the discharge of their duties, except the authorized established salary, expenses and other approved benefits.

ARTICLE VII

PCHA personnel will maintain professional discretion in disclosing confidential information concerning the personal and/or business affairs of the housing authority and the people it serves without prior written authorization, except when properly and legally demanded by a governmental authority so entitled to such information.

ARTICLE VIII

PCHA personnel shall keep their immediate supervisor advised of all matters concerning the public welfare of the people we serve and the physical property of the housing authority.

ARTICLE IX

PCHA personnel shall at all times keep and maintain thoroughly accurate accounting and maintenance records properly marked for identification concerning any property under the jurisdiction of the housing authority and shall be made available to their immediate supervisor upon demand.

ARTICLE X

The Executive Director shall exert due diligence for the protection of any housing authority funds collected against any foreseeable contingencies. The deposit of such funds in an approved depository shall constitute due diligence.

ARTICLE XI

The Executive Director shall immediately report known violations of this Professional Code of Ethics to the Board of Commissioners elected Chairman and/or Vice Chairman, setting forth the article purported to have been violated.

ARTICLE XII

The interpretation of compliance with this Professional Code is the responsibility of the Housing Authority Board of Commissioners. Disciplinary action for violation of any portion of this Code shall be instituted by the Board of Commissioners.

CONCLUSION

The term Pawnee City Housing Authority personnel connotes, competence, fair dealing and high integrity resulting from adherence to idealistic and high moral conduct. No inducement of profit and no instructions from others can ever justify departure from this ideal or from the injunction of this Code.

I understand that violations of the Ethics Code include, but are not limited, to the following:

- 1) Acts of fraud, deceit or misrepresentation.
- 2) Acts of gross negligence, incompetency or misconduct in carrying out assigned duties.
- 3) Conviction of a crime involving moral turpitude.
- 4) Willful disregard of the regulations and requirements applicable to the public housing authority.

I hereby subscribe to and agree to abide by the foregoing Code of Professional Ethics. I understand that a violation of any provision of this Code may result in reprimand, suspension or termination of my position with the Pawnee City Housing Authority.

NAME OF PERSON

SIGNATURE

DATE

POSITION