



Housing Authority of the County of Santa Cruz Housing Choice Voucher Program Administrative Plan – Addendum

Code of Conduct

Purpose: The U.S. Department of Housing and Urban Development (HUD) requires that the Commissioners, employees, contractors or subcontractors be made aware of the following sections of the Code of Federal Regulations. This statement is issued to all affected parties.

§982.161

(a) Neither the Housing Authority nor any of its contractors or subcontractors may enter into any contract or arrangement in connection with the U.S. Department of Housing and Urban Development's tenant-based programs in which any of the following classes of persons has any interest, direct or indirect, during his or her tenure with the Housing Authority or for one year thereafter.

1. Any present or former member or officer of the Housing Authority (except a participant commissioner);
2. Any employee of the Housing Authority or any contractor or subcontractor or agent of the Housing Authority who formulates policy or who influences decisions with respect to the programs;
3. Any public official, member of governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs; or
4. Any member of the Congress of the United States

(b) Any member of the classes described in 1,2,3 or 4 must disclose their interest or prospective interest to the Housing Authority and HUD.

(c) The conflict of interest prohibited under this section may be waived by the HUD field office for good cause.

§84.42 and 85.36

No employee, officer or agent of the Housing Authority shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when any of the following have a financial or other interest in the firm selected for award.:

- I. The employee, officer or agent,
- II. Any member of his immediate family,
- III. His or her partner, or
- IV. An organization which employs, or is about to employ, any of the above.

No Commissioner, agent, or employee of the Housing Authority shall ask for, receive or agree to receive any gift, gratuity or reward for the performance of his/her duties or in the awarding of a contract. All offers of gifts shall be reported to the Executive Director. At the discretion of the Executive Director, gifts of an incidental nature such as a holiday box of candies, may be accepted and shared with all staff.

Violations of this Code of Conduct will result in disciplinary action as outlined in the Housing Authority Personnel Policies.