

## CODE OF ETHICS

The proper operation of government requires that actions of public officials and employees be impartial; that decisions and policy be made in the proper channels of governmental structure; that public office not be used for personal gain; and that the public have confidence in the integrity of its government. Recognition of these goals establishes a Code of Ethics as follows for all officials and employees appointed and employed by the Delaware Metropolitan Housing Authority:

No employee shall use his official position for personal gain, or shall engage in any business or transaction or shall have a financial or other interest, direct or indirect, which is in conflict with the proper discharge of his duties.

No member or employee of the Authority shall have any interest, directly or indirectly, in any contract for property, materials or services to be acquired by said Authority.

No employee shall, without proper legal authorization, disclose confidential information concerning the property, government or affairs of the Authority. Nor shall he use such information to advance the financial or other private interest of himself or others.

No employee shall accept any valuable gift, whether in the form of service, loan, item or promise from any person, firm or corporation which is interested directly or indirectly in any manner whatsoever in business dealings with the Authority; nor shall employees accept any gift, favor or item of value that may tend to influence an employee in the discharge of his duties or grant in the discharge duties any improper favor, service, or item of value.

Any employee offered a gift or favor that is not sure if its acceptance is a violation of the Code of Ethics should inform the Director of the gift or offer.

No employee will accept from any contractor or supplier doing business with the Authority, any material or service for the private use of employee.

No employee shall represent private interests in any action or proceedings against the interest of the Authority in any matter in which the Authority is part.

Federal and State law prohibit employees and officials from having a financial interest in companies, which do business with public agencies with minor exemptions. Employees who have any doubt concerning possible violation of this code are advised to consult their own attorney.

No employee shall engage in or accept private employment or render services for private interests when such employment or service is incompatible with the proper discharge of his official duties or would tend to impair his independent judgment or action in the performance of his official duties. Any employee having doubt as to the applicability of a provision of this code to a particular situation are required to consult the Director. Violations of this code may constitute a cause for suspension, removal from employment or other disciplinary action.

## **DISCIPLINARY PRINCIPLES**

The Delaware Metropolitan Housing Authority believes that a clearly written discipline policy will serve to promote fairness and equality in the workplace and will minimize potential misunderstandings among employees in disciplinary matters. Furthermore, it is believed that certain basic principles, set forth below, must be consistently applied in order to effectively correct unsatisfactory job performance.

- (1) Employees shall be advised of expected job performance, the types of conduct the Authority has determined to be unacceptable, and the penalties for such unacceptable behavior.
- (2) Immediate attention shall be given to policy infractions.
- (3) Discipline shall be applied uniformly and consistently throughout the Authority and any deviations from standard procedure must be justified and documented.
- (4) Each offense shall be dealt with as objectively as possible.
- (5) Discipline shall be progressive.
- (6) The Director shall be responsible for administering discipline.

## **PROGRESSIVE DISCIPLINE**

The Authority has adopted the discipline policies herein as a guide for the uniform administration of disciplines. These policies are not, however, to be constructed as a delegation of, or a limitation upon, the statutory rights of the Authority as set forth in the Ohio Revised Code.

Progressive discipline policies do not preclude the application of more or less severe penalties for given infractions when special or extenuating circumstances exist.

Records of verbal warnings shall be removed from the employee's personnel file twelve (12) months after the effective date of such warning, providing there is no intervening disciplinary action for any similar offenses during that time.

Written records of disciplinary reprimands and/or suspensions will be removed from employee's personnel files twenty-four (24) month period. Disciplinary measures that have been removed under the terms of this Code shall not be used in determine subsequent disciplinary action.