

**South Dakota Housing for the Homeless Consortium  
Code of Conduct for the Policy and Advisory Committee (PAC)  
Updated 8-12-2021**

**OVERVIEW**

*This Code of Conduct and Ethics Policy applies to the members of the Policy and Advisory Committee (PAC)*

The South Dakota Housing for the Homeless Consortium (SDHHC) requires that members of PAC uphold, promote and demand the highest standards of conduct. Accordingly, all PAC members are to maintain the highest standards of personal integrity, honesty, ethics and fairness in carrying out their roles. All PAC members are expected to avoid any improprieties in their roles as members, and never use their positions or powers for improper personal gain while adhering to legal, moral and professional standards of conduct in the fulfillment of their responsibilities.

**CONFIDENTIALITY and PRIVACY**

In the course of work, PAC members may have access to proprietary or confidential information regarding the SDHHC, its clients, its operations, its suppliers or even co-workers. PAC members shall demonstrate extreme sensitivity in the issuance and management of information by ensuring that all information relating to clients is kept confidential and used only for those purposes specified by the laws and regulations governing the services provided. Clients must be informed fully about the limits of confidentiality in a given situation, the purpose for which information is obtained and how it may be used. PAC members will not knowingly sign, subscribe to, or permit the issuance of any statement, report or document which contains any misstatement or which omits any material fact while being sensitive and responsive to inquiries from the public, clients, customers and the media.

**CONFLICT OF INTEREST**

PAC members are expected to avoid situations that create an actual or potential conflict. PAC members must avoid any activity, agreement, business investment or interest that could be in conflict with the SDHHC's interest or could interfere with their duty and ability to service the SDHHC as well as possible. Situations of actual or potential conflict of interest are to be avoided by all PAC members. Personal, financial or romantic involvement with a client, supplier, resident or subordinate employee of the SDHHC, which impairs a PAC member's ability to exercise good judgment on behalf of the SDHHC, creates conflict of interest. Inappropriate romantic or personal relationships also can lead to supervisory problems, possible claims of sexual harassment and morale problems. Under the provisions of the Hatch Act, it is unlawful for a government employee to take active part in partisan political management or in partisan political campaigns, or to attempt to influence the choice of one partisan candidate in preference to another, by writing, speeches, or solicitation. A PAC member, regardless of status, who violates the provisions of this Act, may be subject to disciplinary action. Whenever a PAC member elects (or plans) to engage in an activity or relationship outside the SDHHC that "may be in conflict with" or "may impact upon" SDHHC's business (such as outside employment), the PAC member shall report such activity to the Chair, who may instruct the PAC member to complete a Conflict of Interest Statement. Such a statement shall be reviewed by the Chair and Vice-Chair. A PAC member found to be engaging in activities determined to be in conflict with SDHHC's business shall be advised not to pursue (or to discontinue immediately) such activities.

**GENERAL PRINCIPLES of ETHICAL CONDUCT AND PAC MEMBER RESPONSIBILITY**

- ❖ PAC members shall demonstrate the highest ideals of honor and integrity in all public and professional relationships to merit the respect, trust and confidence of other public officials, fellow PAC members and the general public;
- ❖ PAC members will prevent discrimination against any person or group on the basis of race, color, gender, sexual orientation, age, religion, national origin, marital status, and mental or physical handicap;
- ❖ PAC members will always deal fairly with the general public, handling all complaints courteously, admitting errors and/or mistakes, making adjustments promptly, and recognizing and respecting the rights of all;
- ❖ PAC members will act in accordance with and maintain the highest standards of professional integrity, impartiality, diligence, creativity and productivity;
- ❖ SDHHC business will be conducted in a manner that reflects the highest standards and in accordance with federal, state, and local laws and regulations;
- ❖ PAC members shall be responsible for maintaining their own competence and for enhancing the competence of the co-members by promoting excellence.

### **IMPARTIALITY**

PAC members shall act impartially and with integrity in all professional relationships by:

- ❖ Not discriminating in provision of services;
- ❖ Not knowingly being a party to or condoning any illegal or improper activity;
- ❖ Not directly, or indirectly seeking or accepting personal gain which would influence, or appear to influence, the conduct of their duties;
- ❖ Not exploiting professional relationships for personal or professional gain;
- ❖ Not using public property or resources for personal gain;
- ❖ No accepting fees, gifts or other valuable items, in the course of performing the duties and responsibilities of their position, or in connection with such fees, gifts or other valuable items given them by any persons in hope or expectation of receiving a favor or better treatment than accorded other persons;
- ❖ Being alert to the influences and pressures that interfere with the professional discretion and impartial judgment required for the performance of professional functions;
- ❖ PAC members shall maintain an active interest in matters pertaining to the public welfare.

### **REVIEW PROCESS**

PAC members should report any violations of this policy, or any violations of laws, rules or regulations to the Chair and Vice-Chair. The Chairs will investigate any such report, and take appropriate corrective action, if warranted. Retaliation against a PAC member who reports violations of such conduct in good faith will not be tolerated. If a PAC member has any questions about the ethics of a situation, he/she is encouraged to consult with the Chair. All issues will be kept confidential.

### **DISCIPLINARY ACTION**

Appropriate disciplinary action up to and including termination will be taken against individuals found to have violated the Policy and Advisory Committee's Code of Conduct and Ethics Policy. In addition to disciplinary action, civil and/or criminal penalties may be sought.

**SOUTH DAKOTA HOUSING FOR THE HOMELESS CONSORTIUM'S  
CODE OF CONDUCT AND ETHICS POLICY**

I, \_\_\_\_\_, acknowledge, in writing, I have received the *South Dakota Housing for the Homeless Consortium's Code of Conduct and Ethics Policy* and have read and understand it.

\_\_\_\_\_  
PAC Member's Signature

\_\_\_\_\_  
Date

Last updated/reviewed 8/12/2023