

STANDARDS OF CONDUCT AND ETHICS POLICY
FOR THE
ROUND VALLEY INDIAN HOUSING AUTHORITY
BOARD OF COMMISSIONERS/STAFF

PURPOSE: The purpose of this Conduct and Ethics Policy and Staff is to ensure the accountability of the Board of Commissioners (BOC) and staff of the Round Valley Indian Housing Authority (RVIHA) in the exercise of their duties and ensure that BOC/staff does not place their private and personal gain above that of the RVIHA. BOC and Staff of the RVIHA are not only expected to abide by this policy, but also shall insure that an appearance if a violation of the Policy is avoided. RVIHA Board business should be conducted, whenever possible, in an open meeting, allowing the tribal community to inquire about the RVIHA Board member's decision-making process.

INTENT: It is the intent of this Policy that its provision be applied in each instance, so as to protect the Indian community served by the RVIHA from decisions and actions resulting from, or affected by undue influence or conflict of interest.

GENERAL PROHIBITIONS:

A. Conflict of Interest.

- 1) No RVIHA Board member shall use or attempt to use, any official or apparent Authority of their office or duties which places, or could reasonably be perceived as placing, their private economic gain or that of any special business interests with which they are associated, before those of the RVIHA.
- 2) RVIHA Board member or staff must avoid any action, whether or not specifically prohibited, which could result in, or create the appearance of:
 - a) Using his/her office for private gain;
 - b) Giving preferential treatment to any special interest, organization or person;
 - c) Impeding the efficiency and economy of the RVIHA;
 - d) Losing or compromising complete independence or impartiality of action;
 - e) Making decisions outside the official channels; or
 - f) Adversely affecting the confidence of the Indian community served by RVIHA.

B. Use of Position or Confidential Information for Private Gain.

- 1) No RVIHA BOC/staff shall use or disclose confidential information gained in the course of, or by reason of, their official position on the RVIHA Board or activities, to further their own economic and personal interests or that of anyone else;
- 2) RVIHA Board members shall refrain from using RVIHA facilities, resources, and personnel, to perform personal business for economic gain.
- 3) RVIHA Board members shall not use their position as members of the RVIHA Board to solicit money, favors, or gifts for their own personal gain;
- 4) RVIHA Board members shall not provide, offer, or exercise official influence in exchange for money, valuables, or the promise of employment; and

c. Abstention from Official Action.

- 1) A RVIHA Board member shall abstain from voting, sponsoring, influencing or in any manner attempting to influence any vote, official decision, or determination which would favor or advance such member's personal economic interest in such manner or that of his/her immediate family member.
- 2) Unless otherwise provided by an applicable By-Law, the abstention by a RVIHA Board member from voting or otherwise participating in the official determination of decision as provided for under Section 1 above, shall not affect the presence of such member for the purpose of establishing a quorum.
- 3) For purposes of this policy, "immediate family member" includes parents, spouses or significant others, children and children's significant others, sisters, brothers, grandparents, grandchildren,

C. Restrictions Against Incompatible Interests or Employment.

- 1) RVIHA Board members shall not have a direct or indirect financial or other economic interest, nor engage in such others employment or economic activity which involves inherent substantial conflict, or the appearance of having such substantial conflict, with their responsibilities as RVIHA Board members.
- 2) RVIHA Board members shall not acquire any economic or other financial property, contractual, or other economic interest at a time when they believe or have a reason to believe that it will directly or substantially affect or be so affected by their official actions or duties; regarding personal gain through Round Valley Indian Housing Authority.

D. Government Contracts; Restrictions and Bid Requirements.

- 1) No RVIHA Board member or any member of their immediate family shall be a party to, nor have an interest in the profits or benefits of any government contract of the RVIHA or any investment in the funds of the RVIHA, unless the contract or the investment meets the following requirements:
 - a) The contract is let by notice and competitive bid or procurement procedures as required under all applicable laws, rules, regulations and policies for the governmental agency or entity involved.
 - b) The entire transaction is conducted at arm's length and the members of the RVIHA Board of Commissioners have full knowledge of the RVIHA Board member's interest or that of his/her immediate family.
 - c) The RVIHA Board member has taken no part in the determination of the specifications, deliberations or decisions with respect to the government contract; and
 - d) The RVIHA Board member is not a member, office holder, employee, or otherwise directly associated with the entity primarily responsible for the letting, performing, receiving, regulating or otherwise supervising the performance of the contract.