

**XIV. Employee Code of Conduct**

**A. Code of Conduct**

The Housing Authority of Billings is subject to the MCA as amended and the Code of Federal Register as amended.

Employees are expected to maintain high standards of honesty, integrity, and impartiality in the conduct of Housing Authority business.

The Housing Authority of Billings officers, agents or employees shall participate in the selection; award or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm to be selected for an award.

The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, entertainment, or loan, or anything of monetary value, which may influence their official conduct from contractors, or parties to sub agreements, or others. This does not prohibit the acceptance of unsolicited advertising material of insignificant value, the occasional unsolicited thank you's dropped off of small amounts of food (a plate of cookies, candy, peanuts and the like), small plants or flowers, and the acceptance of refreshment in neither the ordinary course of a meeting nor the solicitation of loans on customary terms.

An employee is not to utilize information, accept gifts or benefits, or participate in business undertakings or employment which would affect his or her economic interest, or influences the faithful and impartial discharge of his public duties, unless his participation is necessary to obtain a quorum or otherwise enable the body to act, and if they comply with the voluntary disclosure procedures state that a public officer or employee may, prior to acting in a manner which may impinge on his fiduciary duty, disclose the nature of their private interest which creates a conflict.

If an employee violates the code of conduct, depending on the severity of the violation, the employee will be given a written warning, or suspension without pay, or in the most flagrant or repeated violations a termination for cause notice. If an officer violates the code of conduct, depending on the severity of the violation, the officer will be given a written warning, copied to the Mayor, and for repetitive and severe violations the Commissioners will give a request to the Mayor for the removal from the Board of Commissioners. For agents of the Housing Authority a written notice will be given for minor infractions, and a notice to cease the conflict activity and depending on the severity of the conflict the contract will be ended or another contract will not be entered into by another with that agent, depending on when the conflict is discovered occurred.

Staff, officers, and agents will be asked to sign this code of conduct upon initial receipt of the employee handbook, when on the Board of Commissioners, and agents when signing their contracts, and any revision applying to the code of conduct.