



Anchorage Coalition to End Homelessness Code of Conduct

Anchorage Coalition to End Homelessness' (ACEH) board of directors and employees must, at all times, comply with all applicable laws and regulations. The ACEH will not condone the activities of employees who achieve results through violation of the law or unethical business dealings. This includes any payments for illegal acts, indirect contributions, rebates, and bribery. The ACEH does not permit any activity that fails to stand the closest possible public scrutiny. All business conduct should be well above the minimum standards required by law.

Accordingly, employees must ensure that their actions cannot be interpreted as being, in any way, in contravention of the laws and regulations governing the ACEH's operations. Employees uncertain about the application or interpretation of any legal requirements should refer the matter to their supervisor, who, if necessary, should seek appropriate legal advice.

General Employee Conduct

The ACEH expects its board of directors and employees to conduct themselves in a businesslike manner at all times. Drinking, gambling, fighting, swearing, and similar unprofessional activities are strictly prohibited while on the job. Employees must not engage in sexual harassment, or conduct themselves in a way that could be construed as such, for example, by using inappropriate language, keeping or posting inappropriate materials in their work area, or accessing inappropriate materials on their computer.

Conflicts of Interest

The ACEH expects that its board of directors and employees will perform their duties conscientiously, honestly, and in accordance with the best interests of the ACEH. No one must use their positions or the knowledge gained as a result of their positions for private or personal advantage. Regardless of the circumstances, if anyone senses that a course of action they have pursued, or are presently pursuing, or are contemplating pursuing may involve them in a conflict of interest with their employer, they should immediately communicate all the facts to their supervisor.

The Board of Directors and employees must not accept entertainment, gifts, or personal favors that could, in any way, influence, or appear to influence, business decisions in favor of any person or organization with whom or with which the ACEH has, or is likely to have, business dealings with a value greater than thirty-five dollars (\$35.00). Similarly, the board of directors and employees must not accept any other preferential treatment under these circumstances because their positions with the ACEH might be inclined to, or be perceived to, place them under obligation to return the preferential treatment.

Organization Funds and Other Assets

Anyone who has access to the ACEH funds in any form must follow the prescribed procedures for recording, handling, and protecting money as detailed in the ACEH's policies and procedures or other explanatory materials, or both. If anyone becomes aware of any evidence of fraud and dishonesty, they should immediately advise their supervisor or seek appropriate legal guidance so that the ACEH can promptly investigate further.

Violation of the Code of Conduct

Reported incidences will be investigated as expeditiously as possible by a committee comprised of members of the Board of Directors. If appropriate, any individual suspected of a breach of the code of conduct will be suspended from their duties until a full investigation is completed. When an investigation confirms that fraud or an illegal act(s) has occurred, appropriate corrective action will be taken.

Dissemination of the Code of Conduct

Code of Conduct is a part of all board of director's manuals and personnel policies. All board of directors and employees will be required to sign the code of conduct to show they have read and understand the expectations outlined by the ACEH.

Whistle Blow

If any individual reasonably believes that a policy, practice, or activity of the organization is in violation of the law, public policy, or the ACEH, that individual will be protected from retaliation if he or she reports the alleged policy, practice, or activity to the Coalition Director, the President of the Board of Directors, or other designated individual and provides the, Anchorage Coalition to End Homelessness Board President or other designated individual, with reasonable opportunity to investigate and correct the alleged unlawful activity. If the reporting individual is uncomfortable speaking with or not satisfied with the response of the foregoing individuals, the issue may be reported to any member of the board of directors. Reports of violation or suspected violations will be kept confidential to the extent possible, consistent with the parameters of an adequate investigation.

- a) Retaliation: No director, officer, employee, or volunteer who makes a good faith report under this policy (or who cooperates in inquiries or investigations) shall suffer harassment, retaliation, or adverse employment consequence. Any employee or volunteer who retaliates against an individual who has reported a violation in good faith is subject to discipline up to and including termination.
- b) Acting in Good Faith: To be protected by this policy, individuals who report violations or suspected violations must be acting in good faith based on a reasonable belief that the reported information represents a valid policy or legal violation. Unsubstantiated allegations or reports that prove to have been made falsely or maliciously will be viewed as a serious disciplinary offense.
- c) Acknowledgment: My signature below indicates my acknowledgment of receipt and understanding of this policy. In addition, I verify that I have been given the opportunity to ask questions about the policy.

I have read and understand the Code of Conduct and Conflict of Interest Policy. I agree to comply with the information stated herein.

Printed Name: _____

Signature: _____

Date: _____

ACEH Affiliation/Title: _____