



728 Madison Ave, Suite 105  
Albany, NY 12208  
518-250-6833  
<http://pinehillsna.org>

## **POLICY: Code of Ethics**

Policy Number: 1.0

Adopted: 11/18/2019

### **— Code of Ethics —**

***The Association shall be covered by policies and disclosure requirements to ensure that it acts in a manner that is responsible to its members, donors, regulators and others who have placed faith in the organization, consistent with local, state and federal law. These policies include this Code of Ethics, its provisions on conflicts of interest, as well as other policies including whistleblower protection and required annual acknowledgements and disclosures.***

#### **Integrity and Accountability**

*To meet our commitment to integrity and accountability in all circumstances, we will:*

- Exhibit respect and fairness toward all those with whom we come into contact.
- Communicate honestly and openly and avoid misrepresentation.
- Promote an environment where honesty, open communication and all opinions are valued.
- Fully comply with our Bylaws and all local, state and federal laws and regulations affecting the Association.
- Demonstrate good stewardship of the Association's resources, including any state and federal funds, grants and other contributions that are used to pay operating expenses, salaries, and employee benefits.
- Expect, through the availability of agency wide whistleblower policy and other efforts, the reporting of any suspected fraudulent or inappropriate use of or claiming of government funds and other agency resources.
- Refrain from using organizational resources for non-corporate purposes.
- Strive to meet the highest standards of performance, quality, service and achievement in working towards our mission.

#### **Conflicts of Interest**

*Association Officers, Board members, volunteers and representatives will adhere to federal and state law and regulations with regard to conflict of interest and will furthermore adhere to the requirements delineated below to avoid any conflict of interest, or the appearance of a conflict of interest.*

- Association volunteers, members, board members and representatives will:
  - Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of the Association, including involvement with a current or potential Association vendor, grantee, or competing organization unless disclosed to and not deemed to be inappropriate by the Executive Committee.
  - Ensure that conflicts arising from outside employment and other activities do not adversely affect their duty to serve and advance the Association's mission.

- Ensure that only expenses incurred for legitimate Association activities are reimbursed.
  - Decline any gift, gratuity or favor in the performance of Association duties except for promotional items of nominal value, and any food, transportation, lodging or entertainment unless directly related to Association business.
  - Refrain from influencing the selection of consultants or vendors who are relatives or personal friends or affiliated with, employ, or employed by a person with whom they have a relationship that adversely affects the appearance of impartiality.
  - Not knowingly take any action, or make any statement, intended to influence the conduct of the Association in such a way to confer any financial benefit on themselves, their immediate family members or any organization in which they or their immediate family members have a significant interest as stakeholders, directors or officers.
  - Disclose all known conflicts or potential conflicts of interest in any matter before the Board of Directors, or before any committee upon which they serve, and recuse themselves from voting in connection with such matter. Recusals must be made for any conflict described in this policy and may also be made for any potential conflicts where a Board member believes their vote may be influenced or perceived to be motivated by their personal interest rather than their judgement as to the greater interests of the neighborhood.
- No Officer, Board member or agent of the Association shall participate in selection, or award or administration of a contract supported by U.S. Federal, State, County, City or other public or private funds if a conflict of interest would be involved. Such a conflict would arise when (i) Officer, Board member or agent, (ii) any member of his/her immediate family, (iii) his/her partner, or (iv) an organization which employs, or is about to employ, any of the above, has a financial or other interest in the first selected for award.
  - All Officers and Board members of the Association shall complete a disclosure statement upon their appointment or election, and annually thereafter.
  - All Officers, Board members, and agents of the Association shall take care to ensure that they are involved in no apparent or potential violations of these provisions.

### **Gifts**

*The Association's officers, employees or agents will neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. Exceptions to this provision may be granted by the Association's Executive Committee only in situations where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. A Board member, Officer or agent of the Association shall be careful to ensure that they are involved in no apparent or potential violations of this provision.*

### **Solicitations and Voluntary Giving**

*We support the right of contributors to become informed and involved. We therefore:*

- Promote voluntary giving in dealing with donors and vendors.
- Refrain from and discourage any use of coercion in fundraising activities, including predicated professional advancement on response to solicitations.

## **Diversity and Equal Opportunity**

The Association is committed to the principle of diversity. We therefore:

- Value, champion, and embrace diversity in all aspects of the Association's activities.
- Respect individuals and organizations without regard to race, religion, color, creed, age, sex, gender, national origin or ancestry, marital status, veteran status, sexual orientation, or status as a qualified disabled or handicapped individual.
- Promote diversity among our members, volunteers, programs, services, donors, suppliers and partners.

## **Administration**

*Officers, Board members, volunteers, and representatives are expected to disclose known or suspected violations of this Code of Ethics and may in that regard seek guidance as necessary from the Officers or others. The Association affirms prompt and fair resolution of all reported issues or violations. Possible breaches of the Code will be treated in confidence to the extent possible, consistent with the Association's duty to investigate and any other provisions of law.*

- Any Officer, Board member, or agent of the Association should report violations of this Code of Ethics to the President, Vice President, or Secretary of the Association. Members of the Association and others may also report suspected violations and should do so by contacting a Board Member or Officer.
- There will be no retaliation against any party making a good faith complaint concerning this Code of Ethics, regardless of whether it is ultimately determined that such violation has in fact occurred. Nor will there be any retaliation against any party who provides information in the course of evaluating or investigating alleged violations.
- All Officers and members of the Board have a responsibility to be sensitive to and deal with violations of this Code of Ethics. This responsibility includes contacting President or another officer, if it is reasonably believed that a violation of the Code has occurred. Any such report shall be evaluated, and investigated if necessary, regardless of whether a formal complaint has been made. The President or Officers of the Association may request support from outside officials or agencies if necessary.
- Any Board member, Officer, agent, or member of the Association determined by a majority vote of the Board to have committed a violation of this Code of Ethics shall be subject to disciplinary action or removal from the Office, Board, other position or role, or Association membership. All Board Members and Officers of the Association shall be informed of this Code of Ethics when this Code is adopted, and/or when they are initially appointed or elected by the Association and on an annual basis thereafter.