

## **CODE OF ETHICS**

The following code of ethics is applicable to all employees, officers and commissioners of the Trenton Housing Authority.

### **DEFINITIONS**

BENEFIT shall mean anything reasonably regarded as pecuniary gain or pecuniary advantage, including benefit to any person in whom the beneficiary has a substantial interest.

EMPLOYEE shall mean any person employed by the Housing Authority whether under civil service or not including those individuals on a part-time basis, but such term shall not be extended to apply to any independent contractor.

OFFICER shall mean any member of the Housing Authority Board of Commissioners and any appointive member of a board, commission or committee established by resolution, charter or state law.

### **STANDARDS OF CONDUCT**

- A. No officer or employee should have any interest (financial or otherwise, direct or indirect) or engage in any business, transaction or professional activity that is in substantial conflict with the proper discharge of his/her duties in the public interest.
- B. No officer or employee should engage in any particular business, profession, trade or occupation that is subject to licensing or regulation by a specific agency of state government without promptly filing notice of such activity with the Executive Director.
- C. No officer or employee should use or attempt to use his/her official position to secure unwarranted privileges or advantages for him/herself or others.
- D. No officer or employee should act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest that might reasonably be expected to impair his/her objectivity or independence of judgment.
- E. No officer or employee should undertake any employment or service, whether compensated or not, that might reasonably be expected to impair his/her objectivity and independence of judgment in the exercise of official duties.
- F. No officer or employee should accept any gift, favor, service, or other item of value, greater than \$5.00, under circumstances from which it might be reasonably inferred that it was given or offered for the purpose of influencing him/her in the discharge of official duties.
- G. No officer or employee should knowingly act in any way that might reasonably be expected to create an impression or suspicion among the public having knowledge of his/her acts that he/she may be engaged in conduct, which violates his/her trust as a state officer or employee.

H. No officer or employee should use or allow to be used his/her public office or employment or any information not generally available to members of the public for the purpose of securing financial gain for him/herself or others with whom he/she is associated.

I. No employee, nor any partnership, business entity or corporation in which he or she has an interest, nor any partner, officer or employee of any such partnership, business entity or corporation, shall agree to or actually represent, appear for, or negotiate on behalf of, any person or party other than the Housing Authority in connection with any cause, proceeding, application or other pending matter. In addition no employees or officers shall act on behalf of any agency for the transaction of business with the Housing Authority if the employee either owns or controls more than five percent (5%) of the stock of the company. Nothing contained in this section shall be deemed to prohibit an employee from agreeing to or actually representing, appearing for or negotiating on behalf of any person or party other than the Housing Authority in connection with any proceeding pending before any court of record of this state, any proceeding in regard to a contractual right, claim for workers' compensation, or a proceeding before the Division on Civil Rights, New Jersey State Board of Mediation, or New Jersey Public Employment Relations Commission.

J. Guidelines on outside employment for employees

1. Trenton Housing Authority has an obligation to establish a clear definition of the responsibilities of each employee. The primary work obligation of a full-time employee is to the Trenton Housing Authority.

2. A full-time employee of Trenton Housing Authority may engage in outside employment only if the outside employment does not:

- Constitute a conflict of interest.
- Occur at a time when the employee is expected to perform his/her assigned duties.
- Diminish the employee's efficiency in performing his/her primary work obligation.

K. No employee shall directly or indirectly use or seek to use his/her authority or the influence of his/her position to control or modify the political action of another person. No employee, during the hours of duty, shall engage in political activity; nor shall he/she at any other time participate in political activity that would impair his/her usefulness in the position in which he/she is employed. Each employee retains the right to vote as he/she chooses and to express his/her opinions on political subjects and candidates.

L. Employees shall not use Housing Authority property or funds for the personal use or benefit of themselves or others.

M. Official stationary is to be used for the conduct of the Housing Authority's business. It should not be used for personal business or for any purposes that could create an impression that the Housing Authority or the employee was in engaged in an unwarranted use of his or her position.

## **VIOLATIONS AND SANCTIONS**

- A. Any employee or officer who violates the Code of Ethics is subject to disciplinary action by the Housing Authority up to and including discharge.
- B. To report an alleged violation of the Code of Ethics, please contact the Department of Administrative Services or the Executive Director.