



**Lansing Housing Commission
Policy No. 2009-01
Ethics Policy**

Purpose

This Policy is designed to provide all Lansing Housing Commission (“LHC”) employees and members of LHC’s Board of Commissioners (“Board”) with a clear understanding of the behavior expected of them to prevent improper conduct which may adversely affect customer relationships and public trust or confidence. All LHC employees and Board members are expected to maintain the highest possible ethical and moral standards and to perform within state and federal laws and other rules and regulations set forth by LHC.

Each employee and Board member must serve LHC residents and the public with respect, dignity, honesty and integrity. In addition, each employee and Board member is obligated to maintain confidential information and to treat internal and external customers fairly. The LHC shall provide ethics training at least annually for employees and Board members to insure this policy is thoroughly understood.

Employee & Board Member Actions

Employees & Board members shall not:

- Use personnel, resources, property or funds under his/her control outside of the proscribed regulatory procedures.
- Use personnel, resources, property or funds for personal gain or benefit.
- Grant or make available consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to all members of the public.
- Permit the use of publicly owned or publicly supplied property, material, labor or services for the private advantage of any other person or themselves.
- Use or disclose confidential or proprietary information concerning the property or affairs of LHC without proper legal authorization and the prior approval of the Executive Director.
- Use internal proprietary or confidential LHC records, information or knowledge to their advantage.
- Engage in criminal conduct or advocate criminal behavior whether on their own time or in connection with their official duties and responsibilities.



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Employee & Board Member Customer Relationships

Employees & Board members shall not:

- Direct or encourage clients to use personnel, resources, property or funds under his/her control outside of the proscribed regulatory procedures.
- Accept or solicit loans, gifts, resources, property, service or funds for personal gain or benefit from customers or their relatives.
- Accept consideration, treatment, advantage or favor beyond that which it is the general practice to grant or make available to all members of the public from customers or their relatives.
- Accept the use of customer or customer relative owned or supplied property, material, labor or services for the private advantage of themselves or any other person.
- Represent his or her opinion as that of LHC.
- Permit the use of publicly owned or publicly supplied property, material, labor or services for the private advantage of any other person.
- Provide internal proprietary or confidential LHC records, information or knowledge to customers or their relatives.
- Accept employment from customers or their relatives while employed with the LHC or serving on the Board.
- Review, approve, participate or authorize an award to vendors, residents, or Assisted Housing participants without disclosing any personal, contractual, financial, business or employment interest he or she may have.

Each employee and Board member has the obligation to insure he or she adheres to this Ethics Policy. However, the Executive Director will provide general oversight for this policy and shall serve as the LHC Ethics Officer. Therefore, if an employee suspects a violation of this Ethics Policy has occurred, s/he should immediately report the violation to the Executive Director or designee. Employees found in violation of this Ethics Policy may be subject to discipline up to and including Termination of employment. LHC Board members may be subject to removal from the Board.