

Treasure Coast Homeless Services Council

Code of Conduct

Conflicts of Interest:

1. No employee, officer, or agent of the Treasure Coast Homeless Services Council, Inc. shall participate in selection, or in the award or administration of a contract supported by U.S. Federal funds if a conflict of interest would be involved. Such a conflict would arise when (i) the employee, officer, 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.
2. An employee, officers or agent of Treasure Coast Homeless Services Council, Inc. shall be careful to ensure that s/he is involved in no apparent or potential violations of this provision.

Gifts:

1. The Treasure Coast Homeless Services Council, Inc. 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. Depending upon the circumstances, exceptions to this provision may be granted only in situations where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.
2. An employee, officer or agent of the Treasure Coast Homeless Services Council, Inc. shall be careful to ensure that s/he is involved in no apparent or potential violations of this provision.

Administration:

1. Any employee, officer or agent of the Treasure Coast Homeless Services Council, Inc. should immediately report violations of this Code of Conduct to his/her supervisor, or to the Executive Director directly.
2. There will be no retaliation against any party who makes, in good faith, a complaint concerning violations of this Code of Conduct, 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 an investigation into alleged violations of this Code of Conduct.
3. All supervisors have a responsibility to be sensitive to and deal with violations of this Code of Conduct. This responsibility includes monitoring all relevant work activities and contacting a higher-level supervisor or the Executive Director, if it is reasonably believed that a violation of the Code of Conduct has occurred. Any such report shall be investigated regardless of whether a formal complaint has been made.

Discipline:

1. Any employee, officer or agent of the Treasure Coast Homeless Services Council, Inc. determined to have committed a violation of this Code of Conduct shall be subject to disciplinary action, up to and including termination.

Dissemination:

1. Any employee, officer or agent of the Treasure Coast Homeless Services Council, Inc. shall be informed of this Code of Conduct when this Code is adopted, and/or when s/he is initially retained by the Treasure Coast Homeless Services Council, Inc. and on an annual basis thereafter.
2. This Code of Conduct applies to all employees, officers, and agents of the Treasure Coast Homeless Services Council, Inc., regardless of their position or title. It is the responsibility of each employee, officer, and agent to read and understand this Code of Conduct and to comply with its provisions.

Diversity and Inclusion Statement:

1. The Treasure Coast Homeless Services Council, Inc. is committed to creating a workplace where everyone feels welcome and respected. This commitment includes ensuring that all employees, officers, and agents are treated fairly and without bias, regardless of their personal characteristics, including race, ethnicity, gender, sexual orientation, gender identity, religion, age, disability, or veteran status.
2. The organization also recognizes that diversity and inclusion can help to prevent conflicts of interest. When employees, officers, and agents from different backgrounds are involved in the decision-making process, it is less likely that any one person's personal interests will unduly influence the outcome.
3. The organization is committed to upholding the highest ethical standards and to creating a workplace where everyone can thrive.

The Treasure Coast Homeless Services Council, Inc. is committed to providing a workplace that is free from conflicts of interest and other ethical misconduct. This Code of Conduct is designed to promote ethical behavior and to protect the interests of the organization, its employees, and its clients.