



# McHenry County Continuum of Care to End Homelessness

## Code of Conduct for Members of the Continuum of Care to End Homelessness

The following Code of Conduct provides a foundation of ethics for the McHenry County Continuum of Care to End Homelessness (hereafter referred to as “CoC”):

### **Conflict of Interest**

The CoC utilizes a corresponding *Disclosure Form for Conflict of Interest*. A conflict of interest may exist when the interests or activities of any member (which includes Board members, committee members, and general members) may be seen as competing with the interest and activities of the CoC; when the member derives a financial or other material gain as a result of the direct or indirect relationship. Such conflicts are presumed to exist in those circumstances in which a member’s actions may have a preferential impact upon the agency or entity employing the member. Such actions are presumed to include, but are not limited to, the development of policies in which a self-serving bias may be present as well as in decisions affecting the allocation of resources.

The CoC members may not participate in decisions concerning awards of grants or provisions of financial benefits to such member or the member’s organization. They must excuse themselves from the decision-making process.

### **Acceptance of Gifts or Favors**

The CoC prohibits the solicitation and acceptance of gifts or gratuities by its members for their personal benefit where the recipient would either compromise impartial performance or would be viewed by the public as compromising impartial performance.

### **Fraud Intolerance**

The term fraud refers to, but is not limited to, intentionally entering false or erroneous information into electronic software system; any dishonest or fraudulent act; forgery or alteration of an official document; misappropriation of funds, supplies, or CoC materials; improper handling or reporting of money or financial transactions; profiting by self or others as a result of inside knowledge; destruction or intentional disappearance of records or equipment; accepting or seeking anything of material value from vendors or persons providing services or materials to the CoC for personal benefit; or any similar or related irregularities.

A member who has reason to believe that there may have been an instance of fraud, improper action, or other illegal act in connection with a CoC program,



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function, or activity shall report it immediately to the President. If the President is not available, or is the one suspected of fraud, the member should report it immediately to the Vice President or other officer.

Improper actions are actions undertaken by a member in the performance of their official duties that:

- a) are in violation of any federal, state, or local law; or
- b) constitute an abuse of authority; or
- c) create a substantial, specific danger to public health or safety; or
- d) misuse CoC funds; or
- e) represent a conflict of interest.

Reported incidences will be investigated as expeditiously as possible by the President and/or Vice President as appropriate. When an investigation confirms that fraud or an illegal act has occurred, appropriate corrective action will be taken.

### **Remedial Action**

Violation of any portion of this Code of Conduct by a member will result in disciplinary action which could include immediate termination from position and/or membership.

### **Distribution**

The Code of Conduct will be distributed to the CoC members annually.

Date Ratified by CoC: \_\_\_\_\_ December 20, 2018 \_\_\_\_\_

Date of Review: \_\_\_\_\_ December 12, 2021 \_\_\_\_\_



## McHenry County Continuum of Care to End Homelessness

### Conflict of Interest Disclosure Statement for Members of the Continuum of Care to End Homelessness

***Each McHenry County Continuum of Care to End Homelessness (hereafter referred to as "CoC") member (including CoC Board members, committee members and general members) shall affirm that they have read and acknowledged this commitment to avoid conflicts of interest in their actions and participation in the CoC. It is expected that all CoC members will use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict of interest.***

As a CoC member, I acknowledge the following:

- I will not participate in or influence discussions or resulting decisions concerning the award of a grant or other financial benefits to an organization that I represent.
- If I am unable to render impartial assistance in the provision of any type or amount of financial assistance or will be unable to be objective in performing work with respect to the CoC, I will recuse myself from those activities, which may include removing myself from a meeting, discussion and/or deliberation.
- If the organization I represent receives funds or benefits from the CoC, I agree not to participate in the decision-making process or deliberations. I will not attempt to gain inside information that would benefit the organization that is unavailable to other organizations with regards to obtaining funds or benefits, unless the actions fall under an exception listed in 24 CFR 578.95(d)(2).
- If the organization I represent receives funds or benefits from the CoC I agree that I have a conflict of interest if I, or someone in my immediate family or business ties, may obtain a financial interest or benefit from the award of funds or benefits; if I, or someone in my immediate family or business ties, have a financial interest in any contract, subcontract or agreement with respect to funded activities; or if I, or someone in my immediate family or business ties, have a financial interest in the proceeds derived from a funded activity. This conflict provision applies to my time as a CoC member and during the one-year period following my tenure. This conflict does not exist if it is subjected to an exemption listed in 24 CFR 578.95(d)(2).
- If I am on the CoC Board, I agree to exercise my duties to the CoC Board in good faith, in a manner that is in the best interests of the CoC, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.



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To fully disclose possible conflicts of interest, I hereby disclose that I have a financial or other interest (such as a seat on a Board of Directors or employment, for example) of the following non-profit and/or for-profit organizations:

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I hereby certify that the foregoing is true and correct to the best of my knowledge. I agree to abide by the guidelines outlined in this document.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Organization I represent on CoC

Date Ratified by CoC: \_\_\_\_\_ December 20, 2018

Date of Review: \_\_\_\_\_ December 16, 2021