

Rochester Hills – Oakland – Rochester Older Persons’ Commission GOVERNING BOARD CODE OF CONDUCT/ ETHICS POLICY

POLICY: The purpose of this Code of Conduct and Ethics Policy (Policy) is to describe standards of conduct and business ethics expected of the Older Persons’ Commission Governing Board Members. Board Members must strictly adhere to the letter, intent and spirit of this Policy and all laws, rules and regulations applicable to the Rochester Hills – Oakland – Rochester Older Persons’ Commission (OPC) and its activities Board Members must exercise the highest standards of integrity and sound ethical judgment.

A. PROFESSIONAL CONDUCT

Board Members must be honest and fair concerning all aspects of the operation of the OPC.

1. Private Gain. No Board Members may:

- Make decisions that materially benefit themselves or their relatives at the expense of the OPC.
- Solicit or receive any gift, gratuity, favor, entertainment, loan or any other thing of more than \$25.00 for themselves or their relatives, from any person or entity that is seeking a business or financial relationship with the OPC. (The word “relative(s)” is defined as a Spouse, Child, Mother, Father, Brother, or Sister of a Board Member and Mother, Father, Brother, or Sister of the Board Member’s present spouse).
- Seek preferential treatment for themselves or their relatives.
- Use OPC property, services, activities or equipment for their monetary gain or the monetary gain of their relatives.

2. Conduct. Board Members may not:

- Assault or verbally abuse, including coercing, insulting, intimidating or threatening other Board Members, OPC employees, volunteers or participants.
- Make or publish false or malicious statements concerning other Board Members, OPC employees, volunteers or participants or any matter involving the operations of the OPC.
- Engage in behavior that reflects negatively on the reputation of the OPC or the integrity of its services.

- Be absent for three (3) or more regular meetings of the Board in a twelve (12) month period unless the absences are excused by the Board.
3. Confidential Information. Board Members are responsible for protecting confidential information of the OPC, its employees, volunteers and participants. Board Members may not use confidential information for the benefit of themselves or their relatives, or for non-OPC related activities unless the disclosure is duly authorized or legally mandated. The Chairman is the spokesperson for all confidential information requests. Confidential information includes, but is not limited to:
 - Proprietary information of the OPC.
 - Private personal information of Board Members, OPC employees, volunteers and participants.
 - Legal disputes involving the OPC, its employees, volunteers and participants except necessary discussions with other Board Members, legal counsel and OPC employees as necessary.
 4. Accuracy of Information. Board Members may not knowingly misrepresent facts. All OPC data, employee, volunteer and participant information, records and reports must be accurate and truthful.
 5. Professional Behavior. Board Members are obligated to act with proper decorum. Although they may disagree with the opinions of other Board Members, OPC employees, volunteers and participants, they must act with respect, courtesy and dignity and not make personal attacks on others.

B. WHEN CONFLICTS ARISE

In the event of a potential conflict of interest relating to personal gain or an activity that may interfere, conflict or reflect negatively on the OPC, Board Members must:

1. Immediately disclose to the Board the existence of any potential conflict of interest.
2. Withdraw from participation in decisions in which they have a conflict of interest.

C. VIOLATIONS OF THIS POLICY

Board Members who violate this Policy are deemed to be acting outside the course and scope of their authority. Board Members in violation of this Policy may be subject to Board action by a majority vote, including but not limited to the following:

- Censure.
- Removal from Committees.
- Removal as an officer of the Board.
- Request that the Township Board or City Council that appointed the Board Member who violated this Policy remove that Board Member.
- Legal proceedings.

Prior to taking any of the actions described above, the Board shall appoint a three member Executive Committee to investigate the violation. The Committee shall review the evidence and other information concerning the alleged violation including interviewing witnesses and the Board Member(s) accused of the violation. Unless extended by the Board, this Executive Committee shall issue a written report to the Board within thirty (30) days stating its findings and recommendations for appropriate action.

D. ACKNOWLEDGMENT

I acknowledge that I have received and read the Board’s Code of Conduct and Ethics Policy. I understand my obligations as a Board Member under this Policy and will act in accordance with my obligations.

Dated: _____

Governing Board Member

[print name]