



CAPE FEAR HOMELESS CONTINUUM OF CARE (NC-506) CODE OF CONDUCT AND CONFLICT OF INTEREST POLICY

Each Cape Fear Homeless Continuum of Care (CFHCoC) active member, chairperson, employee, agent, and consultant is expected to uphold certain standards of performance and good conduct and to avoid real or apparent conflicts of interest.

To prevent a conflict of interest, a CFHCoC general member, CoC Board Member, employee, agent, or consultant must not:

- Participate in or influence discussions or decisions concerning the selection or award of a grant or other financial benefit to an organization that the CFHCoC member, employee, officer, or agent has a financial or other interest in or represents, including immediate family ties, except for the CFHCoC itself.
- Solicit and/or accept gifts or gratuities on behalf of the CFHCoC for personal benefit.
- Engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict.
- Engage in fraud, bribery or any corrupt, or criminal activities including but not limited to misrepresenting/falsifying client, program or agency information or data.
- Engage in unethical business practices.

Individuals with a conflict of interest will inform the CFHCoC of the conflict and recuse themselves from the meeting or deliberations during such discussions. The CFHCoC Chair or its administrative designee shall track which CFHCoC members have conflicts of interest and help to ensure such members do not participate in discussions or decisions in which the members have a conflict.

Each CFHCoC member, chairperson, employee, agent, or consultant must sign a *Code of Conduct and Conflict of Interest Policy Agreement* to demonstrate that the individual is aware of and agrees to abide by this policy. Signature by the organizational representative binds all representatives of that member organization. Any failure to adhere to the policy may result in disciplinary action. Disciplinary action may include, but is not limited to:

- Written warnings
- Removal from Board or Committee positions
- Designated as ineligible for grant funding
- Dismissal (employees)
- Termination of contracts

In addition to disciplinary action, civil and/or criminal penalties may be sought.

The CoC must keep records showing compliance with code of conduct and conflict of interest requirements, including documentation of a signed policy acknowledgment by all CFHCoC members. The CFHCoC will maintain any records supporting exceptions to the conflicts of interest policy as required by 24 CFR part 578.95.



Code of Conduct and Conflict of Interest Policy Agreement

I, _____, as a representative of _____
(Agency) and a *member/employee/agent/consultant* of/for the CFHCoC and/or the CoC, have read and understand the Code of Conduct and Conflict of Interest Policy of the CFHCoC. I agree to uphold these standards of performance and good conduct and to avoid real or apparent conflicts of interest.

I will not participate in or influence discussions or decisions concerning the selection or award of a grant or other financial benefit to an organization that I have a financial or other interest in or represent, except for the CFHCoC itself.

Organizations that I or a close relative or family member have a financial or other interest in are:

If/when such discussions or decisions occur and a conflict arises, I will inform the CFHCoC Board of Directors of my conflict and recuse myself from the meeting or deliberations during those discussions.

I will not solicit and/or accept gifts or gratuities on behalf of the CFHCoC for my personal benefit.

I will not engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict.

I will not engage in unethical business practices or conduct that violates the law, including any payments for illegal acts, indirect contributions, fraud, bribery, or any other corrupt or criminal act.

I understand that any failure by me to comply with this code of conduct or conflict of interest policy could result in disciplinary action, which may include termination of employment, removal from Board positions, loss of grant funds, contract termination and civil and/or criminal penalties.

Name [printed]

Signature

Date