

# **Kennewick Housing Authority (KHA)**

## **Housing Authority Code of Conduct**

Kennewick Housing Authority (KHA) believes the proper operation of a municipal corporation exercising public and essential government functions requires the highest standards of ethical conduct by its commissioners and employees. Accordingly, all commissioners and employees are expected to maintain the highest standards of personal integrity and fairness in the execution of their duties, avoid any improprieties in their role as public servants, and never use their position or authority for improper personal gain. We are all stewards of the public trust and each commissioner and employee has a fiduciary duty to perform accordingly.

KHA upholds the trust of our clients, residents, commissioners, co-workers, and the general public (community) by performing our functions within the law, and by ensuring we perform our duties ethically and with proper regard for the rights of others. KHA observes the values of truth, accuracy, and prudence without allowing personal feelings, prejudices, animosities, or friendships to influence our judgment. We at KHA treat all clients, residents, and general public (community) with respect and dignity, and we have special stewardship responsibilities in dealing with those we serve, especially those who are vulnerable.

Our obligation as a public entity and steward of the public trust requires that all commissioners and employees to:

1. Be independent and impartial in the exercising their duties, avoiding actions that create even the appearance of using their positions for personal gain or private benefit;
2. Strengthen public confidence in the integrity of KHA by demonstrating the highest standards of personal integrity, fairness, and compliance with both the spirit and letter of the law;
3. Create and maintain an agency and work environment free from all forms of unlawful discrimination and harassment;
4. Manage human and environmental resources for the benefit and enjoyment of current and future generations;
5. Serve the public with respect, concern, courtesy and responsiveness, recognizing customer, client and resident service is the key to KHA's mission and vision;
6. Promote an environment of public trust free from fraud, abuse of authority, and misuse of public property;
7. Protect the integrity of the decision-making process by recognizing and avoiding conflicts between public duties and private interests and activities; and
8. Respect and protect confidential information to which KHA commissioners and employees have access in the course of their official duties ensuring that such information is used only for appropriate and intended purposes.

I have read Kennewick Housing Authority's (KHA) Code of Conduct, and I understand the expectations the KHA has of me as a commissioner or employee. I understand violations of this Code of Conduct will be taken seriously and will be subject to appropriate disciplinary action which could result in termination of employment, removal from the Board and/or criminal prosecution.

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Print First & Last Name

☞ \_\_\_\_\_  
Title

☞ \_\_\_\_\_  
Signature of KHA Board Commissioner/Employee

☞ \_\_\_\_\_  
Date