

LOWELL HOUSING AUTHORITY

Code of Ethics

The Lowell Housing Authority establishes this Code of Ethics covering all Board Members, officials, agents, employees and professional consultants employed by the Lowell Housing Authority. These individuals are subject to the standards put forth in this document.

The Lowell Housing Authority prohibits improper conduct by any official or employee. A Lowell Housing Authority board member or employee cannot have a financial interest in contracts with the Lowell Housing Authority. A board member or employee may not accept gifts to influence a decision and cannot accept compensation, other than that paid by the Lowell Housing Authority, in connection with any matter that the agency has an interest.

The Lowell Housing Authority shall not contract with or purchase goods or services from a board member, employee or other member of the immediate family of such board member or employee. Additionally, no rental assistance shall be paid for any unit owned in whole or in part by a board member, official, or any employee of the agency or any member of any such person's immediate family without the prior written consent of the State Ethic's Commission, the Department of Housing and Urban Development and the Department of Housing and Community Development.

No member of the Board of Commissioners, official, agent, or employee or any member of his or her immediate family shall request, solicit, receive, or accept any cash, gift or compensation in any amount from any Lowell Housing Authority resident or any person who does business with the Authority. Members of the Board of Commissioners may, through the normal scope of business, provide professional services, which have no connection with the Lowell Housing Authority, to residents who retain such services. No employee may accept compensation for goods or services provided to a resident.

No employee of the Lowell Housing Authority, involved in the solicitation of bids and proposals and the award and administration of procurements of any sort, nor any member of his/her immediate family, during his/her tenure or one year thereafter, shall directly or indirectly, have any financial or other interest in the firm selected for award of, or any property to be included in, or any contract for property, materials, or services to be furnished or used in connection with, any contract or procurement, or the proceeds thereof, for which that employee has or will be involved in the solicitation of bids, proposals, award or administration.

Employees found to be in violation of the standards outlined above will face disciplinary action, as determined by the Executive Director.

The information contained in this Code of Ethics will be reviewed with each new employee at time of hire and sent to all employees on an annual basis. New members of the Board of Commissioners will be provided this document prior to the inception of their term.

I have reviewed this policy and understand its content. I acknowledge that a copy of this document will be placed in my personnel file.

Signature:

Employee

Date