



Code of Ethics

This Code of Ethics establishes and defines the standards of professional conduct for all who represent the San Luis Obispo County Housing Trust Fund (HTF), including members of the Board of Directors, Steering Committee, Commission and staff (hereinafter, "Representatives"). This Code consists of values and principles that promote high standards for judgment and action among Representatives of the HTF. This Code should guide the decisions and actions of all who serve and represent the HTF. Following this Code is integral to achieving the goals and fostering the values of the HTF.

CODE

1. Representatives shall view their association with the HTF as an opportunity to serve the community.
2. Representatives shall serve as community leaders and advocates for affordable housing.
3. Representatives shall strive to maintain the trust, respect and confidence of the communities they represent.
4. Representatives shall make decisions in the best interests of the HTF and the community.
5. Representatives shall make decisions using the most effective and efficient methods, in effort to meet the goals and mission of the HTF.
6. Representatives shall make diligent use of time when acting in service for the HTF.
7. Representatives shall, to the greatest extent feasible, attend all meetings they are expected to attend and notify the appropriate party prior to an absence.
8. Representatives shall work within their defined roles and respect the duties and responsibilities of other groups within the organization, which generally include:
 - Board of Directors: overall governance, oversight and accountability for the HTF
 - Steering Committee: providing policy input and feedback to the Board of Director
 - Commissioners: recommending loan policies and proceeds, and actions on individual loan requests to the Board of Directors
 - HTF Staff: day-to-day administration of the HTF in support of the policies and directions set by the Board of Directors
9. Representatives shall work together to reach consensus and resolve problem.
10. Representatives shall reach conclusions only after discussion with other representatives.

11. Representatives shall refrain from publicly opposing policies and decisions of the HTF. Disagreement concerning policies and decisions should be resolved internally.
12. Representatives shall refer complaints to the Board of Directors through the appropriate chain of command.
13. Representatives shall disclose all potential conflict of interests, including those of a personal, financial or economic nature. Additionally, they should disclose all things which may appear to members of the public to be conflicts.
14. Representatives shall seek counsel from the Board of Directors or others if they are uncertain whether a conflict exists.
15. Representatives shall abstain from discussions and voting on matters for which they believe a conflict exists.
16. Representatives shall not represent special interests for personal gain or for the gain of a friend or relative.
17. Representatives shall not accept any personal gift or any other monetary benefit in connection with their work or position with the HTF.
18. Representatives shall refrain from partisan politics and electioneering within HTF offices, in connection with HTF meetings or events and as a representative of the HTF.
19. Representatives shall honor the confidentiality of information relating to the HTF, its borrowers funders and others.

For additional information, contact:

San Luis Obispo County Housing Trust Fund
4111 Broad Street, Suite A-6
San Luis Obispo, CA 93401

phone: (805) 543-5970
fax: (805) 543-5972
website: www.sloctf.org