

CHAPTER 22

CONDUCTING BUSINESS IN ACCORDANCE WITH CORE VALUES AND ETHICAL STANDARDS ADDENDUM

[CFR 982.161]

INTRODUCTION

This chapter of the PHA Administrative Plan outlines the PHA policies for conducting business in accordance with core values and ethical standards including conflict of interest.

In addition to adhering to the U.S. Code of Federal Regulations as stated in section 982.161, will take all steps necessary to maintain a high code of conduct of its employees.

The PHA, which is unit of state government, are subject to Michigan Civil Service Commission rules governing employee code of conduct. Employees who do not maintain this standard code of conduct will be subject to discipline up to and including dismissal of employment.

1. Ethical Standards and Conduct for PHA Employees

Employment in the State of Michigan classified service demands a high degree of loyalty and imposes high ethical standards on employees to ensure the integrity of state government and maintain effective services. All employees must meet these ethical standards and all appointing authorities are obligated to enforce these ethical standards which are outlined in Michigan Civil Service Commission Rule 2-8.1, Ethical Conduct Required. This rule states prohibitions of state employees which include

- Divulging or releasing, for financial gain for the employee or a member of the employee's family immediate family, any confidential information that is not by law, rule, regulation, or court order available to members of the general public.
- Engage in or agree to engage in, for financial gain for the employee or a member of the employee's immediate family, any business transaction or private arrangement that accrues from or is based on the employee's official position or on confidential information gained by reason of the employee's position.
- Solicit, accept, or agree to accept anything of value (1) from any designated representative [as defined in rule 9-1] or (2) under any circumstances that could reasonably be expected to influence the manner in which the employee performs work or makes decisions.
- Represent or act as an agent for any private interests, whether for compensation or otherwise, in any transaction in which the state has a direct and substantial interest and which could reasonably be expected to result in a conflict between the employee's private interests and official state responsibilities.

- **Exercise any decision-making authority of the state regarding any state regulation, enforcement, auditing, licensing, or purchasing with respect to any business or entity in which the employee or a member of the employee's immediate family has any financial interest.**

The complete rule governing ethical standards and code of conduct of State of Michigan employees may be accessed via the State of Michigan Civil Service Commission website at http://www.michigan.gov/mdcs/0,1607,7-147-6877_8155-72500--,00.html#2_8_2a3.

2. Ethical Standards and Conduct for PHA Contracted Partners (Housing Agents and FSS Resource Coordinators)

The PHA contracts with individual limited liability companies as partners (Housing Agents and FSS Resource Coordinators) to assist with the administering of Housing Choice Vouchers. The contracted partners and the key persons employed in their businesses are expected to adhere to the U.S. Code of Federal Regulations governing the U.S. Department of Housing and Urban Development Housing Choice Voucher Program including Section 982.161 governing Conflict of Interest.

The Contracted Partners are also required to adhere to the requirements of the Conflict of Interest Policy stated in their Contracted Partner Agreement. This policy covers hiring present and former PHA employees, owning units, participation in other PHA program, and includes a list of potential conflicts of interest. As stated in their contractual agreement, Contracted Partners who do not maintain this standard code of conduct will be subject to discipline up to and including dismissal of their contract for services.