
King County Regional Homelessness Authority

2. Code of Ethics and Conflict of Interest

Implementation and Operational
Policies

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Policy:

Authority

The King County Regional Homelessness Authority (“KCRHA” or “the Authority”) was established on December 19, 2019 under the provisions of Washington’s Interlocal Cooperation Act, Section [39.34 of the Revised Code of Washington \(RCW\)](#), through an Inter-Local Agreement (ILA) between King County, Washington and the City of Seattle. The Authority is a public entity separate and apart from the parties to the Agreement, capable of exercising independent powers. The mission of the Authority is to significantly decrease the incidence of homelessness throughout King County, using equity and social justice principles. The Authority will provide consolidated, aligned services for individuals and families who are experiencing homelessness or who are at imminent risk of experiencing homelessness in King County, will coordinate existing services for people experiencing homelessness, and will design, fund and operate other homelessness and related social services using equity and social justice principles to assist those in the community who are eligible for those services. The KCRHA is administered by the Governing Committee (GC) and managed by the Implementation Board (IB).

Purpose

The officers and employees of the Authority shall conduct themselves with the highest standards of ethical conduct and integrity when conducting the Authority’s business.

Authority

The ILA establishes a Code of Ethics, incorporated into this policy. (Article VIII, Section 4)

- GC Members, IB Members, members of the Advisory Committee or other committee and employees of the Authority shall conduct themselves in accordance with all applicable laws, including:
 - o [chapter 42.23 RCW \(the “Code of Ethics for Municipal Officers”\)](#),
 - o [chapter 42.30 RCW \(the “Open Public Meetings Act”\)](#), and
 - o [chapter 42.56 RCW \(the “Washington Public Records Act”\)](#).
- Individuals shall recuse and refrain from voting upon or any manner of participation as needed to avoid any actual or potential conflict of interest.

- GC and IB Members, members of the Advisory Committee or other committee and employees of the Authority shall each submit an annual disclosure statement that requires the disclosure of any ownership or property or employment/affiliation with any party contracting with the Authority or providing services with the Authority.

Prohibition on Conflicts of Interest

No KCRHA officer or employee shall be beneficially interested, directly or indirectly, in any contract which may be made by, through or under the supervision of such officer or employee, in whole or in part, or which may be made for the benefit of their office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein.

- (1) No KCRHA officer or employee may use their position to secure special privileges or exemptions for themselves, or others.
- (2) No KCRHA officer or employee may, directly or indirectly, give or receive or agree to receive any compensation, gift, reward, or gratuity from a source except the Authority, for a matter connected with or related to the officer's or employee's services as such an officer or employee unless otherwise provided for by law or in this policy.
- (3) No KCRHA officer or employee may accept employment or engage in business or professional activity that the officer might reasonably expect would require or induce them by reason of their official position to disclose confidential information acquired by reason of their official position.
- (4) No KCRHA officer or employee may disclose confidential information gained by reason of the officer's or employee's position, nor may the officer otherwise use such information for their own personal gain or benefit.

The Authority's Conflict of Interest Policy

1. All officers and employees of KCRHA shall:
 - a) Maintain the highest standards of conduct and integrity when conducting the Authority's business.
 - b) Have no outside interests which may be incompatible or involve a conflict of interest with their duties, functions, and responsibilities as Authority officers or employees.
 - c) Abide by applicable federal, state, county and municipal statutes, regulations and ordinances concerning conflicts of interest.
2. Officers and employees of the Authority are prohibited from the following associations, unless they have fully disclosed such associations and have received specific written approval from the Chief Executive Officer to continue such associations:
 - a) Serving in either a paid or volunteer capacity as a director, partner, employee or representative in any organization that does business with, or receives funds from the Authority,
 - b) Being immediately related to any vendor, contractor or consultant paid by KCHRA funds.
 - c) Have any direct financial interest in any organization that does business with, or receives grants from, the KCRHA. Ownership of less than .001% of the stock of a corporation is not a direct financial interest.
3. Officers and employees of the Authority are prohibited from accepting, directly or indirectly, payments, loans, gifts, commissions, services, promises of future benefits, gratuities, or other items of value from any organization or individual doing business with the Authority, except for beverages, food, social invitations, access to a parking lot while visiting the organization on business, or occasional shared local transportation or carpooling to a meeting or event, which are:
 - a) Of minimal value (i.e., not to exceed \$25), and
 - b) In keeping with good business ethics, and
 - c) Do not obligate the recipient in any way
4. On an annual basis, all officers and employees of the KCRHA shall submit/recertify their agreement with a code of ethics/conflict of interest statement. An example acknowledgement is appended to this policy (Appendix A)

Appendix A – Sample Acknowledgement

Code of Ethics and Conflict of Interest Acknowledgement

I acknowledge that I have received and reviewed KCRHA Code of Ethics. I agree to comply with the standards contained in the Code and all related policies and procedures as is required as part of my continued employment or association with KCRHA. I acknowledge that the Code is only a statement of principles for individual conduct and does not constitute an employment contract.

I understand that this acknowledgement will be retained in my personnel record.

Employee Signature

Date

Employee Name