

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 and agents 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 (Article VIII, Section 4), a copy of which is attached hereto as Appendix A, hereby incorporated into this policy.

- GC Members, IB Members, members of the Advisory Committee or other committee, and officers, employees, and agents, including but not limited to independent contractors and/or consultants, 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 officers, employees of the Authority shall each submit an annual disclosure statement that requires the disclosure of any ownership, property interest or employment/affiliation with any party contracting with the Authority or providing services with the Authority.

Prohibition on Conflicts of Interest

No KCRHA officer, employee or agent, or any member of their immediate family (spouse, domestic partner, child, sibling or parent), or their business partner, or an organization that employs any of the indicated parties, shall be beneficially interested, directly or indirectly, in any contract which may be made by, through or under the supervision of such officer, employee, or agent, 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, employee, or agent may use their position to secure special privileges or exemptions for themselves, or others.
2. No KCRHA officer, employee, or agent 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, employee or agent unless otherwise provided for by law or in this policy.
3. No KCRHA officer, employee, or agent may accept employment or engage in business or professional activity that the officer, employee or agent 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, employee, or agent may disclose confidential information gained by reason of the officer's or employee's or agent'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, employees and agents of the Authority 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, employees or agents.
 - c) Abide by applicable federal, state, county and municipal statutes, regulations and ordinances concerning conflicts of interest.

2. Officers, employees and agents 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, employees and agents 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 the KCRHA code of ethics/conflict of interest statement. An example acknowledgement is appended to this policy. (Appendix B).
5. On an annual basis, all agents of the Authority shall submit to a conflict of interest examination and shall agree in writing to abide by the terms and conditions of the KCRHA code of ethics/conflict of interest policy.

Penalties for Violation

Violations of this policy will be addressed by the Authority in keeping with the Authority's principles of restorative justice and may result in administrative and disciplinary actions up to and including removal from office, termination of employment or severance of agency status.

Revision date: 3/30/2022

Appendix A

Interlocal Agreement for the Establishment of KCRHA, Article VIII, Section 4

Section 4. Conduct; Code of Ethics.

Governing Committee Members, Implementation Board Members, members of the Advisory Committee or other committee and employees of the Authority shall conduct themselves in accordance with all applicable laws, including but not limited to, chapter 42.23 RCW (the “Code of Ethics for Municipal Officers”), chapter 42.30 RCW (the “Open Public Meetings Act”), and this Agreement and policies of the Authority.

All letters, memoranda and electronic communications or information (including email) that relate to conduct of the Authority or the performance of any Authority function may be public records subject to disclosure under chapter 42.56 RCW (the “Washington Public Records Act”). In the event that the Authority or any Governing Committee or Implementation Board Member or any member of the Advisory Committee or other committee receives a request for such records, the Governing Committee or Implementation Board Member or any member of the Advisory Committee or other committee shall immediately provide the request to the public records officer of the Authority, and assist the public records officer in responding to the request.

Governing Committee Members, Implementation Board Members, and members of the Advisory Committee or other committee shall respect the confidentiality requirements regarding personnel, real estate transactions, proprietary matters, and attorney-client privileged communications, including those requirements listed herein and any other confidential information that is gained through their positions with the Authority. The Authority, rather than any individual, is the holder of these privileges and protections and only the Authority may elect to waive any such privileges or protections.

Any Governing Committee Member, Implementation Board Member, member of the Advisory Committee or other committee or Authority employee who has an actual or potential interest, or whose immediate family member (spouse, partner, child, sibling, or parent) has an interest, in any matter before the Implementation Board that would tend to prejudice his or her actions shall so publicly indicate according to the policies and procedures of the Authority. In such case any such individual shall recuse and refrain from voting upon and any manner of participation with respect to the matter in question so as to avoid any actual or potential conflict of interest. This requirement shall be in addition to all requirements under the Code of Ethics for Municipal Officers.

Governing Committee and Implementation Board 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. Any Governing Committee Member, Implementation Board Member and member of the Advisory Committee or other committee with such ownership interest, employment or affiliation shall recuse him or herself from participating in discussions, deliberations, preliminary negotiations, and votes if such property or employment/affiliation is directly benefiting from such action.

Notwithstanding anything herein to the contrary, the prohibition on conflicts of interest shall not apply to or otherwise prohibit a Governing Committee or Implementation Board Member from serving on the

respective Board or voting on matters if such Member receives generally the same interest or benefits as are being made available or provided to a group or class of low-income, homeless or formerly homeless persons intended to be the beneficiaries of the services provided by or through the Authority. To ensure a diversity of representation on the Implementation Board, the Advisory Committee or other committee, nothing herein shall prevent Implementation Board Members of such bodies for whom Implementation Board service on which may be a financial hardship from receiving a stipend consistent with the stipend policies of similarly situated public and nonprofit boards.

Appendix B – 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