



The Aurora Housing Authority™

CODE OF CONDUCT

DUNS® Number: 067990861

Legal Business Name: Aurora Housing Authority

Physical Address: 1449 Jericho Circle, Aurora, IL 60506

Entity Administrator Contact Information:

Full Name: Ralph Jordan

Title: Executive Director

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Code of Conduct

Authority employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

No member, officer or employee of the Authority shall cause the Authority to enter into any contract, subcontract or arrangement in which any member, officer or employee of the Authority, or any member of local government, or any other public official of the locality in which the Authority is located who exercises any responsibilities or function with respect to the Authority or any related project or property during his or her tenure or for one year thereafter, has any interest, direct or indirect.

Further, business dealings with outside firms should not result in personal gains for Authority employees or their immediate families or close relations. Such gains include, but are not limited to, bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed ultimately to benefit the employee or someone with whom the employee has a relationship, and not to benefit the Authority. Promotional plans that could be interpreted to involve unusual personal gains require specific approval of the Executive Director.

An actual or potential conflict of interest also occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative of the employee, as a result of the Authority's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

It is imperative that employees disclose to the Executive Director, as soon as possible, the existence of any actual or potential conflict of interest involving purchases, contracts, leases or other arrangements so that safeguards can be established to protect all parties, since it may be necessary for the Authority to take prompt action to avoid the appearance of impropriety.

The Authority maintains certain information which it considers to be confidential, including but not limited to the following: the financial affairs of the Authority; budgetary information; Authority employee information; tenant information; and any and all other

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confidential information provided by the Authority to the employee and which is maintained as confidential and/or marked as "confidential."

The materials, products, designs, plans, ideas, data and all other proprietary and confidential information belonging to the Authority are the property of the Authority and should never be given to an outside firm or individual without appropriate authorization from the Executive Director. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including termination, and possible legal action.

Unless required in the course of their business responsibilities, no employee is authorized to make copies, excerpts or compilations of any of the confidential information or to take that information from the Authority's premises without the permission of the Executive Director.

The obligation to protect and not disclose confidential information applies whether you are actively employed, on leave of any kind, or after your employment for any reason ends.

Ralph Jordan, Executive Director
Executive Director

Date

