



JENNIFER C. HILL • EXECUTIVE DIRECTOR

## Code of Conduct

### Policy Statement

The Alliance to End Homelessness in Suburban Cook County believes that an organization's representatives have a responsibility to demonstrate the highest standards of ethical and accountable behavior, to set the tone and to foster the same conduct in others. As a director, officer, staff member, or volunteer of the Alliance, you have accepted an obligation to act in the best interest of the organization as a whole. For this reason, our conduct and ethical behavior must be beyond reproach and free of any impropriety.

### Dissemination

This Code of Conduct is posted on the Alliance website for public review at [www.suburbancook.org](http://www.suburbancook.org). The Alliance will distribute printed copies of Code of Conduct to all new staff and incoming members of the Board of Directors, even if s/he is a re-elected or returning member.

### Enforcement

The Board of Directors will address any violation of any section of this Code of Conduct on a case-by-case basis. By majority vote, the Board may take disciplinary action—up to and including removal from the Board, office, or staff position—to remedy such violation.

### Professional Practices

All directors and officers will adhere carefully to the principles, goals, and policies of the Alliance, including but not limited to:

- Comply with all established operating policies and procedures of the governing body. Avoid any appearance of impropriety. Do not accept gifts or gratuities for your personal benefit as an Alliance representative.
- Promptly disclose any current or potential conflicts of interest. This includes not only material profits, but also endorsement or prioritizing of your personal/agency project or goals before those of the organization.
- Report behavior that crosses ethical boundaries to the governing body or Executive Director, as appropriate.
- Speak up when you have questions or disagree, but support the final decision of the organization. Participate fully in deliberations of the governing body. Represent all members and constituents in a fair and consistent manner, and refrain from promoting personal interests and biases. Once an issue has been discussed and decided, support it and defend it.
- Keep confidential all privileged and sensitive information that is gained by virtue of office or position.
- Think broadly. Look at problems from an organization-wide perspective. Focus on the best way to meet the long-term goals of the community. Look for ways to collaborate with other local organizations and governmental agencies. Look for ways to draw on the expertise of all members.
- Treat your colleagues respectfully. Conflicts should focus on issues, not personalities or individuals.
- Periodically review the Alliance and its programs. Take a fresh look at how things are done, encourage innovation and improvement while respecting the accomplishments we have achieved thus far.
- Be a good ambassador. Look for opportunities to introduce yourself and the Alliance to new or potential stakeholders.

Last revision: March 2006

Adopted by the Board of Directors: \_\_\_\_\_