

## **Wisconsin Balance of State Continuum of Care Code of Conduct**

The following Code of Conduct provides a foundation of ethics for the Wisconsin Balance of State Continuum of Care (WI Balance of State COC).

### **Section 1: Conflict of Interest**

A conflict of interest may exist when the interests or activities of any member, director, or officer may be seen as competing with the interest and activities of the Corporation; when the member, director or officer, derives a financial or other material gain as a result of a direct or indirect relationship. Such conflicts are presumed to exist in those circumstances in which a member or director's actions may have a preferential impact upon the agency or entity employing the member or director. Such actions are presumed to include, but are not limited to, the development of policies in which a self-serving bias may be present as well as in decisions affecting the allocations of resources.

The WI Balance of State COC Board of Directors may not participate in decisions concerning awards of grants or provisions of financial benefits to such member or the member's organization. They must excuse themselves from the decision making process.

### **Section 2: Acceptance of Gifts or Favors**

The WI Balance of State COC prohibits the solicitation and acceptance of gifts or gratuities (anything of monetary value) by its members, officers, employees, and agents for their personal benefit where the recipient would either compromise impartial performance or would be viewed by the public as compromising impartial performance.

### **Section 3: Fraud Intolerance**

- 3.1 The term fraud refers to, but is not limited to: intentionally entering false or erroneous information into electronic software system; any dishonest or fraudulent act; forgery or alteration of an official document; misappropriation of funds, supplies, or COC materials; improper handling or reporting of money or financial transactions; profiting by self or others as a result of inside knowledge; destruction or intentional disappearance of records or equipment; accept or seeking anything of material value from vendors or persons providing services or materials to the COC for persona benefit; or any similar or related irregularities.
- 3.2 A member who has reason to believe that there may have been an instance of fraud, improper action, or other illegal act in connection with a COC program, function or activity shall report it immediately to the President of the Board of Directors. If the President is not available, or is the one suspected of fraud, the member should report it immediately to the Vice President or another board member.
- 3.3 Improper actions are actions undertaken by a member in the performance of their official duties that:
  - a) are in violation of any federal, state, or local law; or
  - b) constitute an abuse of authority; or

- c) create a substantial, specific danger to public health or safety; or
- d) misuse of COC funds; or
- e) represent a conflict of interest.

3.4 Reported incidences will be investigated as expeditiously as possible by the President and/or Vice President of the Board of Directors as appropriate. When an investigation confirms that fraud or an illegal act(s) has occurred, appropriate correction action will be taken.

**Section 4: Remedial Action**

Violation of any portion of this Code of Conduct will be subject to disciplinary action which could include immediate termination from position and/or membership.

**Section 5: Distribution**

The Code of Conduct has been distributed to the Board of Directors and will be posted on the WI Balance of State COC website. A link to the code will be distributed to the WI Balance of State COC mailing list.

Adopted by the WI Balance of State Board of Directors, September 23, 2013.

## **Wisconsin Balance of State Continuum of Care Board of Directors Statement of Ethics**

The Wisconsin Balance of State Continuum of Care (WI Balance of State COC) Board of Directors are role models of the organization obliged to demonstrate constructive teamwork and to be exemplary representatives of the organization. We lead by demonstrating, planning, and working with our board colleagues to implement the COC mission.

In order to fulfill our responsibilities as COC Board of Director members in an ethical and efficacious manner, we pledge to:

1. Participate in the development of the values, purpose, goals, and planning strategies for the WI Balance of State COC;
2. Represent the interest of individuals served by the COC;
3. Work diligently to see that policy decisions are made in a timely fashion, emphasizing due process and fairness; and to support final decisions of the board;
4. Communicate and support COC values, missions, goals, policies and strategies to all constituents honoring the diversity in the communities we represent;
5. Not use this organization or my service on this board for one's personal advantage or for the individual advantage of friends, supporters, or organization(s);
6. Support and encourage pride, diversity, and accountability within the framework of COC's mission and goals;
7. Maintain and do nothing to violate the trust of those who elected or appointed us to the board or committees, or those we serve;
8. Recognize that a board member has no authority as an individual and that the power possessed is not individual, but represents the authority delegated under the direction of the board;
9. Respect and preserve the confidentiality of discussion and/or privileged information.

Adopted by the WI Balance of State Board of Directors, September 23, 2013.

## **Wisconsin Balance of State Continuum of Care Conflict of Interest Policy & Annual Statement**

### **Section 1: Purpose**

1. The purpose of this Board conflict of interest policy is to protect the Wisconsin Balance of State Continuum of Care's (WI Balance of State COC) interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an officer of the COC or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

### **Section 2: Definitions**

1. Interested person -- Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a) An ownership or investment interest in any entity with which the COC has a transaction or arrangement,
  - b) A compensation arrangement with the COC or with any entity or individual with which the COC has a transaction or arrangement, or
  - c) A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the COC is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board decides that a conflict of interest exists, in accordance with this policy.

### **Section 3: Procedures**

1. Duty to Disclose -- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board.
2. Recusal of Self -- Any director may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. Determining Whether a Conflict of Interest Exists -- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board meeting while the determination of a conflict of interest is

discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

4. Procedures for Addressing the Conflict of Interest

- a) An interested person may make a presentation at the Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b) The President of the Board shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c) After exercising due diligence, the Board shall determine whether the COC can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d) If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the COC's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

5. Violations of the Conflicts of Interest Policy

- a) If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b) If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Section 4: Records of Proceedings**

The minutes of the Board shall contain:

- a) The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's decision as to whether a conflict of interest in fact existed.
- b) The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any

alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

### **Section 5: Compensation**

- a) A voting member of the Board who receives compensation, directly or indirectly, from the COC for services is precluded from voting on matters pertaining to that member's compensation.
- b) A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the COC for services is precluded from voting on matters pertaining to that member's compensation.
- c) No voting member of the Board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the COC, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

### **Section 6: Annual Statements**

1. Each director, principal officer and member of a committee with Board delegated powers shall annually sign a statement which affirms such person:
  - a) Has received a copy of the conflict of interest policy,
  - b) Has read and understands the policy,
  - c) Has agreed to comply with the policy, and
  - d) Understands the COC is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
2. If at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.
4. The Board shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.

### **Section 7: Periodic Reviews**

To ensure the COC operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a) Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available).

- b) Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to the COC's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

**Section 8: Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the COC may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

Adopted by the WI Balance of State Board of Directors, September 23, 2013