

Conflicts of Interest

1. No employee, officer, or agent of the **Alabama Rural Coalition for the Homeless, Inc. / Alabama Balance of State Continuum of Care (AL-507)** shall participate in the selection, award, or administration of a contract supported by U.S. Federal funds if a conflict of interest would be involved. A conflict of interest arises when:
 - (i) The employee, officer, or agent,
 - (ii) Any member of their immediate family,
 - (iii) Their partner, or
 - (iv) An organization that employs, or is about to employ, any of the above, has a financial or other interest in the entity selected for the award.
 2. All employees, officers, or agents of the **Alabama Rural Coalition for the Homeless, Inc. / Alabama Balance of State Continuum of Care (AL-507)** must avoid both actual and potential conflicts of interest and ensure that they are not involved in any violations, whether apparent or potential, of this provision.
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Gifts

1. The officers, employees, or agents of the **Alabama Rural Coalition for the Homeless, Inc. / Alabama Balance of State Continuum of Care (AL-507)** shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements.
 - Exceptions to this provision may be granted only in situations where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.
 2. All employees, officers, or agents of the **Alabama Rural Coalition for the Homeless, Inc. / Alabama Balance of State Continuum of Care (AL-507)** must ensure they avoid any actual or perceived violations of this provision.
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Administration

1. Any employee, officer, or agent of the **Alabama Rural Coalition for the Homeless, Inc. / Alabama Balance of State Continuum of Care (AL-507)** should report violations of this Code of Conduct to their immediate supervisor or the President/CEO.
 2. No retaliation will be tolerated against any person who makes a good faith complaint concerning a violation of this Code of Conduct, regardless of whether the complaint is substantiated. Likewise, there will be no retaliation against any person providing information during an investigation into alleged violations of the Code of Conduct.
 3. Supervisors within the **Alabama Rural Coalition for the Homeless, Inc. / Alabama Balance of State Continuum of Care (AL-507)** are responsible for identifying and addressing violations of the Code of Conduct. This includes monitoring relevant work activities and reporting any suspected violations to higher management or the President/CEO. All reports will be investigated, even in the absence of a formal complaint.
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Discipline

1. Any employee, officer, or agent of the **Alabama Rural Coalition for the Homeless, Inc. / Alabama Balance of State Continuum of Care (AL-507)** found to have violated this Code of Conduct will be subject to disciplinary action, up to and including termination.
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Dissemination

1. All employees, officers, or agents of the **Alabama Rural Coalition for the Homeless, Inc. / Alabama Balance of State Continuum of Care (AL-507)** shall be informed of this Code of Conduct when it is adopted, upon their initial employment or engagement, and on an annual basis thereafter.