



## **Barren River Area Development District (BRADD)**

### **CODE OF ETHICS**

#### **I. Introduction**

This Code of Ethics (Code) has been adopted by the Board of Directors (Board) of the Kentucky Council of Area Development Districts (the District) this 15th day of June 2017. The Code will be to help assure appropriate use of District funds and its proper operation, free from conflicts of interest with employees, Officers, Board Members and others who serve the District. The Code generally applies to Board Officers, Board Members, District employees and others who serve the District, such as Council and Committee members. The Code may be amended from time-to-time by a vote of the majority of the Board at a regularly scheduled Board meeting pursuant to the District's standard processes for passing resolutions or otherwise taking Board action.

The Code is not an all-exclusive, or all-inclusive list of ethical responsibilities for those who serve the District. The District expects all of those who serve it to exercise common sense and good judgment, taking into account the District's responsibility to remain faithful and responsive to public trust. The District also maintains Administrative Regulations and Personnel Policies which address the details of subjects such as disbursements, purchasing, petty cash, travel expenses, conference and meeting expenses, and other financial/conflict of interest issues. In addition, the District expects those who are associated with it to abide by whatever additional ethical rules to which they may be subject, including any local, state and federal rules. In the event of conflicts between this Code of Ethics and other ethical rules, District's Administrative Regulations or the District's Personnel Policies, those associated with the District should follow the most stringent standards applicable to them. The District will also follow in compliance to KRS 147A as established and will adhere to all regulatory statutes as addressed to Area Development Districts.

#### **II. Standards of Conduct**

- A. District employees shall avoid any interests or activity which is in conflict with the conduct of official duties and should avoid the appearance of conflict of interest, seeking or accepting favor, benefit, profit, individually or for family members or friends, secured by privileged information or by misuse of position, public times or public resources.
- B. Board Members or District employees shall not solicit nor accept gratuities, favors, or loans from contractors, potential contractors, or parties to sub-



agreements based upon the understanding that the gift was given or offered for the purposes of influencing such Board Member or District employee directly or indirectly in the discharge of his/her duties.

1. No District employee, Board Member or an immediate family member (spouse, a child residing in the employee's household, or a person claimed by the employee, or the employee's spouse, as a dependent for tax purposes) of an employee or board member of the District shall directly or indirectly or through other benefit, hold or enjoy, in whole or in part, any contract made, entered into, awarded, or granted by the District.
  2. Any violations of this section will be referred to the Ethics Committee for evaluation and action which is discussed in section III. Enforcement and Compliance.
- C. District employees shall not engage in, solicit, negotiate for, or promise to accept private employment, nor shall they render services for private interests or conduct a private business, when such employment, service, or conduct presents a potential for a conflict with their duties and responsibilities.
- D. District employees should never conduct themselves in a manner that gives the impression that they can be improperly influenced in the performance of their professional duties and responsibilities, and staff members in the proper and faithful exercise of those duties and responsibilities shall maintain complete impartiality, giving no preferential treatment and showing no favoritism in any manner in conduct of work, performance of service, actions or attitude.
- E. Board Members and District employees shall familiarize themselves with and are responsible for understanding and complying with the laws and regulations to which the District are subject.

### **III. Enforcement and Compliance**

- A. Ethics Committee- The District Executive Committee and the Executive Director shall constitute the Ethics Committee. Notwithstanding the existence of an Ethics Committee, every person associated with the District maintains a continuous responsibility for compliance. The District's management staff retains, in connection with its management duties, additional responsibilities to monitor employee compliance.
- B. Training and Education- At least biennially, the District shall cause ethics training to be conducted for Board Members and employees, including training on this



Code. New Board Members shall receive training on this Code as part of their initial orientation to the organization.

- C. Complaints and Reports- The District encourages complaints and reports about any and all ethics issues and suspected violations, whether under this Code or otherwise. Employees and others must report suspected violations to any member of the Ethics Committee, or to the Executive Director. All complaints and reports will be investigated and kept confidential to the extent consistent with a thorough investigation, and to the extent consistent with the law. The District will undertake appropriate steps to remedy Code violations and other District issues which can properly be regarded as presenting ethical issues in the area of District finances and conflicts of interest. The District will not undertake reprisals against an individual who has made a report, in good faith, of an alleged violation of the Code, the law or financial mismanagement.

**IV. Definitions (Notation that each ADD make sure that these definitions match within their respective Personnel Policies)**

- A. Ethics Committee- The District Executive Committee and the Executive Director shall constitute the Ethics Committee
- B. Family member- spouse, parent, child, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, grandchild or step family members
- C. Immediate family member – spouse, a child residing in the employee’s household, or a person claimed by the employee, or the employee’s spouse, as a dependent for tax purposes

Adopted by the Barren River Area Development District (BRADD) on this 25<sup>th</sup> day of October, 2017.

A handwritten signature in blue ink, appearing to read "Dick Doty".

Chairman Dick Doty, BRADD

A handwritten signature in blue ink, appearing to read "Eric Sexton".

Executive Director, Eric Sexton