

Delray Beach Community Land Trust

Code of Ethics

The Delray Beach Community Land Trust fervently believes that ethical behavior must be synonymous with our name and reputation. Consequently, ethical policies and practices are an integral part of the organization's bylaws, board policies, and personnel policies. The following is a summary statement of these policies.

Personal and Professional Integrity

A personal commitment to integrity in all circumstances benefits each individual and our organization as well as our community. Therefore, all Board Members, employees, and volunteers agree to:

- Strive to meet the highest standards of ethical management, performance, quality, service, and achievement in working toward Delray Beach Community Land Trust's mission and goals.
- Communicate honestly and openly, avoid misrepresentation, and promote an environment where honesty, open communication, and differing opinions are valued.
- Promote the organization and its achievements, policies, and practices fairly, accurately, and with full disclosure.
- Exhibit respect and fairness toward all those with whom we interact.
- Pledge that he or she will not misuse the office or position, will not participate in debate on any matter which may come before the Board for decision and which may benefit a family member, client, or business acquaintance, and will not seek or accept any personal profit or gain, or unwarranted favor or privilege for himself or herself, or any relative or other person.
- Pledge not to improperly influence or attempt to influence other employees, volunteers, or Board members.
- Be honest, fair, and respectful to others in performing his or her duties as a Board Member, employee, or volunteer, and agrees to refrain from and avoid conduct creating an appearance of impropriety or which is otherwise unbefitting an employee or volunteer of the Delray Beach Community Land Trust, including but not limited to making false accusations or personal attacks against another employee, volunteer, or Board Member, or behaving in a rancorous or contentious manner.
- Not to use the provisions of this Code of Ethics to further frivolous claims against one another. Frivolous claims shall be those forwarded with knowledge that the claim contains one or more false allegations or those made with reckless disregard as to whether the complaint or claim contains false allegations of fact material to a violation of this Code of Ethics.
- Not knowingly violate any federal, state, or local law, rule or regulation.

Accountability

Delray Beach Community Land Trust is responsible to its members, partners, volunteers, clients, and employees - to the entire community. Therefore, all Board Members, employees, and volunteers agree to:

- Promote efficient stewardship of all financial resources, including contributions and grants that are used to secure property, pay operating expenses, salaries, and employee benefits.
- Ensure that organizational resources are not used for non-Delray Beach

- Community Land Trust business, nor for personal expenses unrelated to authorized business expenses.
- Make informed, impartial decisions concerning vendors, partnerships, and investments in local properties.
 - (This should be a CLT general requirement) Provide full and transparent disclosure of relevant, non-confidential information to members, employees, media, and the general public.
 - Observe and comply with all local, state, and federal laws and regulations affecting the Delray Beach Community Land Trust.

Diversity

The ability to embrace diversity and to make it an integral part of Delray Beach Community Land Trust is a business and community imperative. Therefore, all Board Members, employees and volunteers:

- Provide equal opportunities without regard to race, color, religion, creed, age, gender, national origin, marital status, veteran status, sexual orientation, or disability.
- Encourage the entire community to participate fully in employment, volunteer, and vendor opportunities.
- Strive to reflect the multicultural/multiracial nature of the community in the staff, volunteers, and vendors.
- Refuse to engage in or tolerate discrimination or harassment.

Conflicts of Interest

Public trust in the Delray Beach Community Land Trust could be jeopardized with a conflict of interest or even the appearance of a conflict of interest. Therefore, all Board Members, employees and volunteers:

- Refrain from participating in or influencing any decision or other action that could result in direct or indirect benefit to the individual, to personal or family business, or to any nonprofit organization with which he/she is associated.
- Decline any gifts of value, gratuity, or favor in the performance of Delray Beach Community Land Trust duties or cash payments intended to influence a decision of the organization.
- Disclose all known conflicts or potential conflicts of interest annually or when encountered, including employment or volunteer activities outside of Delray Beach Community Land Trust.

Confidentiality & Privacy

Confidentiality is a hallmark of professionalism. Therefore, all Board Members, employees, and volunteers:

- Ensure that all nonpublic information concerning employees, clients, volunteers, members, partnership organizations, and others is treated as confidential.
- Disclose confidential or privileged information only for legal, legitimate, and authorized reasons.
- Honor the right of privacy of all people, including members, vendors, clients, volunteers, and employees.

Political Contributions

Delray Beach Community Land Trust encourages individual participation in civic affairs. However, Delray Beach Community Land Trust may not contribute to any candidate or political committee. Therefore, all Board Members, employees, and volunteers:

- Refrain from contributing to any candidate for public office or political committee on behalf of Delray Beach Community Land Trust.
- Refrain from engaging in political activities in a manner that may create the appearance that such activity is by or on behalf of Delray Beach Community Land Trust.
- Refrain from using any organizational financial resources, facilities, or personnel to endorse or oppose a candidate for public office.

Solicitations

The most responsive members are those who have the opportunity to become informed and involved. Therefore, all Board Members, employees, and volunteers:

- Promote citizen involvement through opportunities and volunteerism.
- Provide members and potential members with timely, accurate information about community needs as well as Delray Beach Community Land Trust's accomplishments and aspirations.
- Refrain from any use of coercion in fund-raising activities.

Volunteers and employees of Delray Beach Community Land Trust are encouraged to seek guidance from the Chairman of the Board, President, or Chief Operating Officer concerning the interpretation or application of the code of ethics. Any known or possible breaches must be disclosed to the Chairman of the Board, President, or Chief Operating Officer. All reported breaches will be investigated, and appropriate action will be taken, based upon the policies of the organization. Delray Beach Community Land Trust affirms prompt and fair resolution of all reported breaches.