

MURFREESBORO HOUSING AUTHORITY

Patsy D. Noland, *Executive Director*

E. Steve Bain, *Modernization Coordinator*

Deborah L. Fox, *Section 8 Administrator*

Sheena R. King, *Public Housing Manager*

Brenda D. Murdock, *Westbrooks Towers Manager*

July 27, 2007

Mr. Bruce A. Androphy, Executive Director
Tennessee Ethics Commission
SunTrust Bank Building
201 4th Avenue N., Suite 1820
Nashville, TN 37243

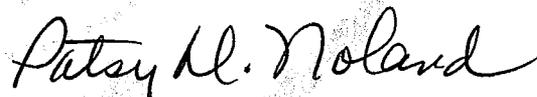
Re: Ethics Policy

Dear Mr. Androphy:

Please find enclosed for your review a copy of the existing Code of Ethics for the Murfreesboro Housing Authority for which I am filing in accordance with T.C.A. 8-17-101. I have included an additional copy of this letter and attachment to be time stamped received and returned to me in the enclosed self-addressed stamped envelope.

Should you have any question or require further information, please feel free to contact me at (615) 893-9414, ext. 18.

Sincerely,



Patsy D. Noland
Executive Director

PDN/

Enclosures

415 N. Maple Street, Murfreesboro, TN 37130
Telephone: (615) 893-9414 FAX: (615) 893-9436
www.mha-tn.org

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Section 7.8 Outside Employment or Interests

Employees will not engage in any outside employment or work at any trade or participate in any employment activity which is in conflict with the duties of their employment. If any employee is, or proposes to become, involved in outside employment, trade, or professional activity, this information will be reported to the employee's immediate supervisor in writing, including place of employment, working hours, and duties in such employment and a statement that it is not in conflict with the employee's duties at MHA. The supervisor will advise the employee, in writing, as to whether or not a conflict exists and such determination will become a part of the employee's permanent personnel record. Any matter of conflict which is unclear to the supervisor will be submitted to the Executive Director for decision.

Employees will not receive compensation for arranging non-MHA employment for other MHA employees. Furthermore, MHA employees will not be allowed to hire other agency employees who are under their supervision to perform outside work.

Section 7.9 Ethics, Conflict of Interests, and Acceptance of Gifts

The maintenance of high standards of honesty, integrity, impartiality, and conduct by employees and agents of Murfreesboro Housing Authority is essential to ensure the proper performance of Authority business and the maintenance of confidence by citizens in the community; and the avoidance of misconduct and conflicts of interest on the part of employees of Murfreesboro Housing Authority is indispensable to the maintenance of these standards.

- A. Employee responsibilities. Each employee of Murfreesboro Housing Authority shall avoid any action, whether or not specifically prohibited by this policy, which might result in, or create the appearance of:
 1. using public office for private gain;
 2. giving preferential treatment to any person;
 3. impeding government efficiency or economy;
 4. losing complete independence or impartiality
 5. making an Authority decision outside of official channels; or
 6. affecting adversely the confidence of the public in the integrity of the Authority.
- B. Gifts, entertainment and favors. No employee shall solicit or accept, directly or indirectly, on behalf of himself, herself, or any member of the employee's household, any gift, gratuity, service, favor, entertainment, lodging, transportation, loan, loan guarantee, or any other thing of monetary value from any person who:
 1. has, or is seeking to obtain, contractual or other business or financial relations with the department or agency of Murfreesboro Housing Authority by which the individual is employed; or

- E. Use of Information. No employee of Murfreesboro Housing Authority shall, directly or indirectly:
1. use, disclose, or allow the use of official information which was obtained through or in connection with his or her MHA employment, and which has not been made available to the general public, for the purpose of furthering the private interest or personal profit of any person, including the employee; or
 2. engage in a financial transaction as a result of, or primarily relying upon, information obtained through his or her MHA employment.
- F. Use of MHA property. No employee shall use the facilities, equipment, personnel, or supplies of Murfreesboro Housing Authority or its agencies for other than officially approved activities, except to the extent that they are lawfully available to the general public.
- G. Questions on interpretation of this Policy. When an employee is in doubt as to the proper interpretation of this Policy, he or she is expected to seek the advice of the Executive Director if time permits, or to use good judgment in accordance with "A" above and to report the gift, entertainment, or favor in writing to the Executive Director for the Auditor within 7 days.
- H. Departmental ethics standards. Any department or agency of Murfreesboro Housing Authority may establish such additional ethics guidelines and standards as may be lawfully applied and may in the opinion of the department supervisor with the approval of the Executive Director be appropriate for the proper operation of the department. Such additional standards should be filed with the Executive Director and any other person required by law as soon as practicable after adoption by the Board.
- This Policy does not supersede or revoke those portions of any existing departmental or agency policies regarding ethical standards which are stricter than, or cover areas additional to, the standards set out herein.
- I. Ethics guidelines published by Executive Director. The Executive Director shall inform each covered employee of the requirements of this policy, to distribute the policy to covered employees and have them sign a statement that they have received and read it, and to modify personnel manuals to incorporate these standards as soon as practicable.
- J. Supervisors Responsible. Each employee of Murfreesboro Housing Authority who acts in a supervisory capacity is responsible for ensuring compliance with this Policy by those persons in his or her line of authority.
- K. Required contractual provisions. The Executive Director who approves contracts for all departments shall include in every employment contract the provision that employees provided to Murfreesboro Housing Authority under such contract are covered by this Policy.

Section 7.10 Corrective Action (Reprimand)

The Executive Director may take corrective action by issuing a written or oral reprimand to an employee as needed. This action may be taken in an effort to correct a situation that, if not corrected, may require disciplinary action. Thus, a copy of any written