

Orange County Community Housing Corporation Code of Ethics

CODE OF ETHICAL CONDUCT

I. Personal and Professional Integrity

All staff, board members, and volunteers of OCCHC act with honesty, integrity, and openness in all their dealings as representatives of the organization. The organization promotes a working environment that values respect, fairness, and integrity.

II. Mission

OCCHC has a clearly stated mission and purpose, approved by the board, in pursuit of the public good. All of its programs support that mission and all who work for or on behalf of the organization understand and are loyal to that mission and purpose.

III. Governance

OCCHC has an active governing body, the board, which is responsible for setting the mission and strategic direction of the organization and oversight of the finances, operations, and policies of OCCHC. The board

- Ensures that its members have the requisite skills and experience to carry out their duties and that all members understand and fulfill their governance duties acting for the benefit of OCCHC and its public purpose
- Has a conflict-of-interest policy that ensures that any conflicts of interest or the appearance thereof are avoided or appropriately managed through disclosure, recusal, or other means
- Has a statement of personal commitment that provides attestation to the commitment to OCCHC's goals and values
- Is responsible for the hiring, firing, and regular review of the performance of its chief executive, and ensures that the compensation of the chief executive, the chief financial officer, and other senior management positions as the board deems appropriate is reasonable
- Ensures that the chief executive and appropriate staff provide the board with timely and comprehensive information so that the board can effectively carry out its duties
- Ensures that OCCHC conducts all transactions and dealings with integrity and honesty
- Ensures that OCCHC promotes working relationships with board members, staff, volunteers, and program beneficiaries that are based on mutual respect, fairness, and openness
- Ensures that the organization is fair and inclusive in its hiring and promotion policies and practices for all board, staff, and volunteer positions
- Ensures that policies of OCCHC are in writing, clearly articulated, and officially adopted
- Is responsible for engaging independent auditors to perform an annual audit of OCCHC's financial statements, and has an audit committee that is responsible for overseeing the reliability of financial reporting (usually the responsibility of the finance committee), including the effectiveness of internal control over financial reporting, reviewing, and discussing the annual audited financial statements to

determine whether they are complete and consistent with operational and other information known to the committee members, understanding significant risks and exposures and management's response to minimize the risks, and understanding the audit scope and approving audit and non-audit services

- Ensures that the resources of OCCHC are responsibly and prudently managed
- Ensures that OCCHC has the capacity to carry out its programs effectively

IV. Responsible Stewardship

OCCHC manages its funds responsibly and prudently. This should include the following considerations:

- Spends an adequate amount on administrative expenses to ensure effective accounting systems, internal controls, competent staff, and other expenditures critical to professional management
- Compensates staff, and any others who may receive compensation, reasonably and appropriately
- Knows that solicitation of funds has reasonable fundraising costs, recognizing the variety of factors that affect fundraising costs
- Does not accumulate operating funds excessively
- Draws prudently from endowment funds consistent with donor intent and to support the public purpose of OCCHC
- Ensures that all spending practices and policies are fair, reasonable, and appropriate to fulfill the mission of OCCHC
- Ensures that all financial reports are factually accurate and complete in all material respects

V. Openness and Disclosure

OCCHC provides comprehensive and timely information to the public, the media, and all stakeholders and is responsive in a timely manner to reasonable requests for information. All information about OCCHC will fully and honestly reflect the policies and practices of the organization. Basic informational data about OCCHC, such as the Form 990, will be posted online or otherwise made available to the public. All solicitation materials accurately represent OCCHC's policies and practices and will reflect the dignity of program beneficiaries. All financial, organizational, and program reports will be complete and accurate in all material respects.

VI. Legal Compliance

OCCHC is knowledgeable of, and complies with, laws and regulations.

VII. Program Evaluation

OCCHC regularly reviews program effectiveness and has mechanisms to incorporate lessons learned into future programs. The organization is committed to improving program and organizational effectiveness and develops mechanisms to promote learning from its activities and the field. OCCHC is responsive to changes in its field of activity and is responsive to the needs of its constituencies.