



Empowerment. Sustainability. Hope.

•

## **STANDARDS OF ETHICS AND CONDUCT**

The reputation of Interfaith Humanitarian Services, Inc (IHSINC) as a fair, reputable, and honest organization can only be maintained if all of its employees, contractors, officers, volunteers and partners adhere to high ethical standards in conducting the Company's business. The Company has adopted standards to promote honest and ethical business conduct, and to reasonably deter wrongdoing and inappropriate or illegal acts.

There is both a management and an individual obligation to fulfill the intent of this policy. Any clear infraction of applicable laws or of prevailing business ethics will subject a staff member to disciplinary action, which may include reprimand, probation, suspension, reduction in salary, demotion, or dismissal, depending on the seriousness of the offense.

The following pages contain a number of specific directives regarding our company's Code of Business Ethics and Conduct. We urge you to review these on a regular basis so that you may incorporate them into your daily practices. If you need guidance on particular circumstances that may arise, contact Human Resources for assistance.

### **1. PROFESSIONALISM**

All staff are expected to conduct themselves in accordance with the highest degree of integrity and honesty, with principles of good personal, professional, and business ethics. Staff must treat fellow staff, our customers/clients/participants, and the public with respect and courtesy, give accurate and honest information of records appropriate for release, avoid misuse of time, property, and resources and follow sound safety and accident prevention practices.

### **2. BUSINESS GIFTS**

Staff members are expressly prohibited from providing or receiving any gratuity, gift, favor, loan, or anything of monetary value in accordance with Federal law and company policy. This includes but is not limited to any and all forms of business courtesies, such as entertainment, meals, transportation, lodging, and promotional items.

### **3. USE OF COMPANY OR CLIENT RESOURCES**



Empowerment. Sustainability. Hope.

Staff are obligated to represent IHSINC in the best professional manner, befitting our role as a contractor of services to customers/clients/participants.

**4. TIMEKEEPING**

Contractors performing contractual work must ensure that hours worked and reimbursement costs (where applicable) are applied to invoice for which they were in fact incurred. No cost may be charged or allocated to a contract if the cost is unallowable by regulation or contract provision or is otherwise improper.

**5. REPORTING OF CRIMINAL CONDUCT**

IHSINC seeks to promote an organizational culture that encourages ethical conduct and a commitment to compliance with the law. As such, staff are encouraged to exercise due diligence to prevent and detect criminal conduct. In the event that a staff has any complaints, concerns, or suspicions regarding any conduct that may constitute a violation of federal criminal law, including but not limited to circumstances involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the U.S. Code or a violation of the civil False Claims Act (31 U.S.C. § 3729-3733), the staff should promptly report the concern to an IHSINC Human Resources Department.

**5.1 *Whistleblower Protection***

IHSINC will not discharge, demote or otherwise discriminate against an staff who reports criminal conduct in accordance with the requirements of the Whistleblower Protections under the American Recovery and Reinvestment Act of 2009.

**6. PROPRIETARY INFORMATION**

In the course of contracting with IHSINC, staff may be privy to trade secrets or confidential or proprietary information including, but not limited to, financial records, personnel records, information regarding business opportunities and performance, and financial, contractual and special marketing information not previously published or otherwise disclosed to the general public, and not normally furnished to others without compensation, which IHSINC desires to protect against unrestricted disclosure or competitive use. All staff shall not disclose such information to any person or firm, corporation, association or other entity for any reason or purpose whatsoever or permit any legal entity or person affiliated with



Empowerment. Sustainability. Hope.

the undersigned to use or disclose to others any such information, documents or instruments.

**7. CONFLICT OF INTEREST (COI)**

IHSINC expects its staff to devote their full working time and efforts to the company's interests and to avoid any activity that might detract from or conflict with those interests.

**7.1 *Inappropriate Outside Influences***

All staff must be free of outside influences that could cause them to abuse company benefits, misuse company resources, or perform their jobs at a less than satisfactory level. These outside influences include, but are not limited to, the acceptance of gifts, kickbacks, or personal financial advancement provided by others as a result of information about or activities affecting IHSINC. All such situations will not be tolerated and could lead to termination of contract.

**8. WORK PRACTICES**

It is the continuing policy of IHSINC to afford equal work opportunity to qualified individuals regardless of their race, color, religion, sex, national origin, age, or physical or mental disability, and to conform to applicable laws and regulations.

It is also the policy of this company to provide employees a workplace free from any form of sexual harassment. Sexual harassment in any manner or form is expressly prohibited.



Empowerment. Sustainability. Hope.