



CODE OF ETHICS

Mission

The primary mission of the LA Conservation Corps is to provide at-risk young adults and school-aged youth with opportunities for success by providing them with job skills training, education and work experience with an emphasis on conservation and service projects that benefit the community.

Responsible Stewardship

The LA Conservation Corps is committed to the prudent management of all resources. This includes the responsible management of funds, the environment and the young lives with which we are entrusted.

Governance and Legal Compliance

The LA Conservation Corps is bound to comply with all applicable laws and regulations. Both as an organization and on an individual staff level, the LA Conservation Corps is committed to improving program and organizational effectiveness and works to continuously exceed expectations.

Inclusiveness and Diversity

The LA Conservation Corps has a policy of promoting inclusiveness. The staff, board and Corps membership should reflect the inherent diversity of this region in order that we may enrich our programmatic effectiveness. The LA Conservation Corps values the singular attributes of each individual who becomes a part of this program and strives to make the unique Corps structure and experience facilitate individual growth and maturity.

Personal and Professional Integrity

All members of the LA Conservation Corps, Staff and Board of Directors strive to 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.

This LA Conservation Corps Code of Ethics (the "Code") requires directors, officers, employees and corpsmembers to observe high standards of business and personal ethics in the performance of their duties and responsibilities. As employees and representatives of the LA Conservation Corps, honesty and integrity are necessary to fulfill our responsibilities and to comply with all applicable laws and regulations. In addition, we recognize that unethical behavior is inappropriate at LA Conservation Corps.

It is in the best interest of the LA Conservation Corps that ethically and/or legally questionable behavior or practices be uncovered immediately. This allows LA Conservation Corps to correct these practices before the organization is put at risk. It is therefore the responsibility of all directors, officers, employees and corpsmembers to comply with the Code and to report violations or suspected violations in accordance with the Whistleblower Policy (for details see the Corps' Employee Protection (Whistleblower) Policy). The Whistleblower Policy is designed to utilize our existing open-door and grievance policies and procedures to ensure that questions raised by all employees, corpsmembers, officers and directors will be taken seriously without regard to rank.

It is the intent of the LA Conservation Corps to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support LA Conservation Corps' goal of legal compliance. The support of all employees, corpsmembers, officers and directors is necessary to achieving compliance with various laws, regulations and contractual obligations.

Code of Conduct

No individual connected to the LA Conservation Corps in any capacity shall engage in any activity contrary to the values of the Corps, or with reckless disregard for the resources managed by the LA Conservation Corps. All members of the LA Conservation Corps, Staff and Board of Directors have the responsibility to administer the affairs of the LA Conservation Corps honestly and prudently for the sole benefit of the Corps. Those persons shall exercise the utmost good faith in all transactions involved in their duties, and they shall not use their positions with the Corps or knowledge gained thereof for their personal benefit. The interests of the Corps must be pursued in a manner that secures for the Corps full competitive advantage as to services.

No individual in a decision making capacity shall engage in any activity, including participation in the selection, award or administration of a grant, sub-grant or contract if a conflict of interest, real or apparent, would be involved.

Such a conflict would arise when any of the following has a financial or other interest in the firm or organization selected for award:

- a. The individual;
- b. Any member of the individual's immediate family;
- c. The individual's partner; or,
- d. Any organization that employs, or is about to employ, any of the above.

The officers, employees or agents of the LA Conservation Corps will neither solicit nor accept gratuities, favors or anything of material value from contractors, potential contractors or parties to sub-agreements. Neither will they offer the payment of gratuities, favors or anything of material value to grant-makers or potential grant-makers.

Conflict Of Interest

1. No LA Conservation Corps director, officer, employee or agent shall participate in selecting or administering any contract or subcontract where such person is a director, officer, employee or agent of the subcontractor; or where the selection of subcontractors is or has the appearance of being motivated by a desire for personal gain for themselves or others such as family business, etc.; or, where such person knows or should have known that:
 - a. A member of such person's immediate family or the organization for which the member works has a financial interest in the subcontract;
 - b. The subcontractor is someone with whom such person has or is negotiating any prospective employment; or,
 - c. The participation of such person would be prohibited by the California Political Reform Act, California government Code §87100 et seq. if such person were a public officer, because such person would have a "financial or other interest" in the subcontract.
2. Definitions:
 - a. The term "immediate family" includes but is not limited to domestic partner and/or those persons related by blood, marriage or other linkages defined by statute such as husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, adopted or foster children.
 - b. The term "financial or other interest" includes but is not limited to:
 - i. Any direct or indirect financial interest in the specific contract, including a commission or fee, a share of the proceeds, prospect of a promotion or of future employment, a profit or any other form of financial award.
 - ii. Any of the following interests in the subcontractor ownership; partnership interest or other beneficial interest including ownership of stock; employment in a managerial capacity; or, membership on the board of directors or governing body.
 - c. A subcontract is any agreement entered into by LA Conservation Corps for the purchase of goods or services with any funds provided by said Agreement.
3. Minutes of Board Meetings must reflect disclosure of transactions where Board Members may have had a direct or indirect interest/benefit in the action.

4. No director, officer, employee (or agent) of the LA Conservation Corps may be on the Board of Directors if they receive any financial benefit provided by any contract.
5. The LA Conservation Corps further covenants that no officer, director, employee or agent shall solicit or accept gratuities, favors or anything of monetary value from any actual or potential subcontractor, supplier, a party to a sub-agreement, or persons who are otherwise in a position to benefit from the actions of any officer, employee, or agent.
6. Prior to the execution of any contract or subcontract, the contract manager shall disclose any relationship, financial or otherwise, direct or indirect, of any officers, directors or employees or their immediate family with the proposed subcontractor and its officers, directors or employees. In the event that such a relationship exists, prior approval must be obtained from the Executive Director and the senior manager of the contract shall provide documentation that substantiates that the cost of the covered product or services will be provided to LA Conservation Corps at or below prevailing market standards and maintain on file documentation to support the resolution of all conflict of interest issues. If the Executive Director is one of the affected parties, prior approval must be obtained from the Board of Directors.
7. For further clarification of the meaning of any of the terms used herein, the parties agree that references shall be made to the guidelines, rules and laws of the City of Los Angeles, State of California and Federal regulations regarding conflict of interest. Penalties for violation of Conflict of Interest Rules shall be as prescribed under State law, California government Code Section 1090 et seq. and Section 87100 et seq.
8. No director, officer, employee or corpsmember of LA Conservation Corps shall have interest, direct or indirect, in any contract or subcontract or the proceeds thereof for work to be performed in connection with any project during his/her tenure as such employee, member or officer or for one year thereafter.
9. No director, officer or employee may hire a person in any capacity, staff position or on-the-job training position if a member of that person's immediate family is or will be within the same chain of command in a supervisory role, or has direct responsibility for the direction, hiring or fiscal integrity of the program.
10. No director, officer, employee or corpsmember of LA Conservation Corps shall solicit business for a competitor of the LA Conservation Corps, or redirect or otherwise interfere with existing Corps contracts.

Business Conduct

1. LA Conservation Corps respects the copyrights and licensing requirements of all forms of software and media.
2. The LA Conservation Corps is committed to providing a work environment free of harassment in any form (see Employee Handbook Section 2.3). Whether manifested by direct threats, assaults, demand for quid-pro-quo favors or a hostile work environment in general, special attention paid to an individual or group of individuals on the basis of race, religion, gender, color, national origin, ancestry, sexual orientation, sexual identity, marital status, medical condition, disability or age is strictly forbidden.
3. Company equipment and resources, including vehicles, tools, telephones, etc., should be used for authorized business purposes only. Exceptions must be specific and approved by management personnel. Company equipment may never be utilized for purposes that are inappropriate, offensive or illegal or violate LA Conservation Corps procedures and practices.
4. Management of documentation is strictly governed by statute as well as standards of compliance. Accurate and reliable records are necessary to meet legal, financial and contractual obligations.
 - a. Willful or careless false reporting or mischarging will result in discipline up to and including termination. Reports and records, including time sheets, vouchers, bills or utilization reports must be factual and accurate.
 - b. Payroll records and reimbursement records including dailies, time sheets and mileage and travel expenses must be accurate and properly documented.

- c. False records countersigned by supervising managers are the responsibility of the supervisor who will be subject to the same disciplinary consequence as the individual providing false documentation.
 - d. All documentation which supports eligibility for employment, enrollment, or the provision of services must be maintained in strict accordance with the documentation retention schedule, and standards of confidentiality.
 - 5. Any officer, employee or agent of LA Conservation Corps who is involved in an act that obstructs justice by removing, destroying, altering or falsifying documents with the intent to impede or influence an official investigation is in violation of the law and may be subject to criminal charges. The deliberate destruction of documentation to avoid an official investigation is strictly forbidden by Sarbanes-Oxley and opens the organization to substantial legal risk. It is a very serious offense and may be construed as misappropriation of company funds and/or property.
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Your signature below indicates you have read and understand LA Conservation Corps' Code of Ethics policy, and have been given a chance to ask questions about it.

Please return the signed signature page to the Contract Compliance Officer and retain the copy of the policy for your records/future reference.

Employee Signature

Date

Print Name _____