



Bakersfield-Kern Regional Homeless Collaborative (BKRHC) Code of Conduct and Conflict Policy and Certification Form

Purpose

The purpose of this Code of Conduct Policy and Certification Form is to ensure that all members of the Bakersfield/Kern County Continuum of Care (CoC) conduct themselves with integrity, transparency, and accountability in carrying out the mission to end homelessness in Kern County.

As outlined in the Governance Charter, the CoC is responsible for the stewardship of public resources and must operate in a fair, ethical, and nondiscriminatory manner in compliance with federal regulations, including 24 CFR Part 578.

Applicability

This policy applies to all Governing Board Members, Voting Members, Subcommittee Members, Officers, and any agents or representatives acting on behalf of the CoC.

Section I. Code of Conduct

Members of the Bakersfield/Kern County Continuum of Care (CoC) are entrusted with responsibilities related to the stewardship of public resources dedicated to addressing homelessness. As such, members are expected to observe the highest standards of ethical conduct, integrity, and accountability in the execution of their duties. Members shall perform their responsibilities with honesty, diligence, and professionalism, and shall avoid any actions that create real, potential, or perceived bias. Members are prohibited from soliciting or accepting gifts, favors, or gratuities intended to influence decision-making or result in preferential treatment.

Members shall conduct themselves with courtesy and respect in all interactions with other members, service providers, service recipients, and the public, and shall comply with all applicable federal, state, and local laws, including nondiscrimination requirements. Members shall ensure that all CoC resources are used solely for authorized purposes and shall safeguard confidential information obtained through their role, refraining from using or disclosing such information for personal or organizational gain. Members are responsible for reporting any known or suspected fraud, waste, abuse, or misconduct to the appropriate authorities. Additionally, members shall not make unauthorized commitments on behalf of the CoC and must clearly distinguish between personal views and official CoC positions when speaking publicly.

Section II. Public Statements and Media Response

To ensure consistent public communication, the Collaborative Applicant is the CoC's designated spokesperson and media contact. Members may not make public statements or speak to the media on behalf of the CoC unless authorized by the BKRHC Executive Director or Executive Board Chair. When discussing homelessness-related issues, members must clearly state whether they are speaking for their own organization or for the CoC.



Section III. Governing Board Review of Violations

Allegations of misconduct or violations of the Code of Conduct shall be reviewed by an Ethics Review Working Group convened by the Governing Board. The Working Group shall conduct a fair and impartial review of the matter and provide recommendations to the Governing Board for resolution. The Governing Board retains final authority and is not bound by the recommendations of the Working Group. Upon request of a majority of the CoC membership, an Ethics Review Working Group may also be convened to provide guidance on broader conduct-related matters.

Section IV. Governing Board Response to Community Concerns

Upon receipt of a written concern, the Governing Board Chair, in consultation with the Collaborative Applicant, shall determine the appropriate course of action. The Chair shall report such concerns and any resulting actions to the Governing Board on a regular basis. Members are expected to exercise appropriate oversight and responsibility in addressing community concerns in a manner consistent with the mission and policies of the CoC.

Certification of Compliance

By signing below, the undersigned acknowledges that they have read, understand, and agree to comply with the Bakersfield-Kern Regional Homeless Collaborative (BKRHC) Code of Conduct Policy.

Signature: _____

Date: _____

Name: _____

Agency: _____

Email Address: _____