

Caritas of Austin Code of Conduct

The following code of conduct sets forth standards and establishes expectations for behavior essential to maintaining and furthering a reputation of integrity and high business ethics within the organization as we serve our community. This policy governs the performance, behavior and actions of all board members, directors, volunteers, employees, and agents of the organization and reflects the requirements listed under 2 CFR 200.318(c)(1).

Conflict of Interest

No employee, officer, director, volunteer or agent of the Caritas of Austin shall participate in the selection, award or administration of a bid or contract supported by public funds if a real conflict of interest exist or is apparent to the reasonable person.

No employee, officer, director, volunteer or agent of Caritas of Austin shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of Federal, State and local procurement laws and policies established to maximize free and open competition among qualified vendors.

Caritas employees, officers, directors, volunteers or agents can not solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value in excess of the value or the spirit of a complimentary drink of coffee, tea, soda or other similar non-alcoholic beverage from a vendor, or bidder; or from any party to a sub-agreement or contract.

No real or apparent organizational conflicts (parent, affiliate, or subsidiary) should exist that would prevent Caritas of Austin to be impartial in conducting any procurement or contract action.

Violations of the conflict of interest policy will result in disciplinary action up to and including termination or loss of voting rights. The code is distributed to all staff and board members and is posted on the website at www.caritasofaustin.org.

Caritas of Austin employees, officers, and directors are expected to:

- Perform their duties to the best of their ability
- Maintain confidentiality
- Ensure that adequate and correct information is presented to the public
- Refrain from making any unauthorized binding commitments for the organization.

For Code of Conduct questions or concerns, contact: Jo Kathryn Quinn, President and Chief Executive Officer; 611 Neches St., Austin, TX 78701; (512) 646-1252; jkquinn@caritasofaustin.org