

PERSONAL CONDUCT

Code of Ethics

All COIC employees are responsible to treat employees, its vendors, suppliers and anyone associated with COIC with respect, integrity and professionalism. We believe in ethical and fair practices and to conduct ourselves in the spirit and to the letter of all applicable laws and regulations that apply to the performance of each employee's duties and to avoid any illegal, dishonest or unethical conduct while performing our duties; unethical behavior will not be tolerated. All managers and supervisors are responsible for providing leadership that encourages high performance and good conduct and holds employees accountable for their actions.

Prohibited Use of Office

All COIC employees are considered to be public officials and we are subject to the Oregon Government Ethics Commission (ORS Chapter 244) as it currently exists or as amended. The ethics law provides in part:

"A public official may not use or attempt to use official position or office to obtain financial gain or avoidance of financial detriment for the public official, a relative or member of the household of the public official, or any business with which the public official or a relative or member of the household of the public official is associated, if the financial gain or avoidance of financial detriment would not otherwise be available but for the public officials holding of the official position or office. [ORS 244.040(1)].

Any violation by a COIC employee of the State of Oregon's Government Ethics Law is a violation of COIC policy and may be subject to disciplinary action up to and including possible termination.

If any employee is unsure that his or her conducts violates or might violate the code of ethics, the employee should notify their immediate manager or supervisor to determine the appropriate course of action.

Conflict of Interest

Oregon Government Ethics law identifies and defines two types of conflicts of interest. An actual conflict of interest is defined in ORS 244.020(1) and a potential conflict of interest is defined in ORS 244.020(12). In brief, a public official is met with a conflict of interest when participating in official action which could or would result in a financial benefit or detriment to the public official, a relative of the public official or a business with which either is associated.

COIC employees shall avoid situations that create, potentially create, or give the appearance of creating a conflict with the mission or objectives of COIC; or could cast doubt upon objectivity between personal interests and the interests of COIC.

You may not maintain an outside business or financial interest or engage in any outside business or financial activity that conflicts with the interests of COIC or interferes with your ability to fully perform your job responsibilities. You may not benefit directly or indirectly from a third party who furnishes products, materials, or services to COIC.

Disclosure: COIC employees are required to disclose any actual or potential conflict of interest to their manager, supervisor or the Executive Director.

Acceptance of Gifts, Gratuities, and Honoraria

Oregon Government Ethics law establishes a framework of conditions for public officials to apply when they, their relatives or members of their households are offered gifts. If offered a gift, the public official must analyze the offer and decide if "something of value" can be accepted with or without restrictions.

There are restrictions on the value of gifts accepted by a public official, if the source of the gift has a legislative or administrative interest in decisions or votes the public official makes when acting in the capacity of a public official.

Per calendar year, gifts, gratuities, honoraria, loans, or any other items of economic value in excess of \$50, may not be solicited by COIC personnel, their relatives or members of their household, nor accepted either directly or indirectly, if the source of the gift has an economic interest, distinct from that of the general public, in the decisions you make as a COIC employee. The burden of any decision on accepting a gift rests solely with the individual public official.

There are also gifts that are allowed because they are excluded from the statutory definition of a “gift” when offered under specific conditions or when prerequisites are met. If you have any questions about whether or not something of economic value being offered to you constitutes a “gift” for purposes of the \$50 limit, please contact the Human Resources Department or the Oregon Government Ethics Commission directly.

Information on these laws is available at the Oregon Government Ethics Commission website, <http://www.oregon.gov/OGEC/>

The Human Resources Department has a copy of the Oregon Government Ethics Law – Guide for Public Officials for your reference.

By signing below, your signature certifies that you have read and understood the above material.

Employee Signature

Date

Human Resources

Date