



Housing Authority of the Town of Morristown

Marion E. Sally, PHM
Executive Director

31 Early Street
Morristown, N.J. 07960.3883
Telephone: (973) 538-6343
Fax: (973) 292-4191

FAIR HOUSING POLICY ADDENDUM

The following steps are used by the Morristown Housing Authority to affirmatively further fair housing:

The Housing Authority of the Town of Morristown staff is informed of the importance of affirmatively furthering fair housing in the Housing Choice Voucher Program and in the Family Self-Sufficiency Program and providing equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as a part of the overall commitment to quality customer service. Fair Housing posters are posted throughout the Housing Authority office and the equal opportunity logo is used on all outreach materials.

To further our commitment to full compliance with applicable Civil Rights laws, the Housing Authority provides Federal/State/local information to Housing Choice Voucher holders regarding unlawful discrimination and any recourse available to families who believe they are victims of a discriminatory act. Such information is made available during the family briefing session, and all applicable Fair Housing Information and Discrimination Complaint Forms are made apart of the Housing Choice Voucher holder's briefing packet and available upon request at the office.

Reasonable steps include: (1) advertising widely in the community for the coordinator position or positions, (2) marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency, (3) making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities, (4) providing "Understanding Fair Housing" brochures, fair housing counseling services or referrals to fair housing agencies, (5) informing participants of how to file a fair housing complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777, and (6) if the program has a goal of homeownership or housing mobility, recruiting landlords and service providers in areas that expand housing choice to program participants. Record-keeping covers, but is not limited to, the race, ethnicity, familial status, and disability status of program participants.



Housing Authority of the Town of Morristown

Marion E. Sally, PHM
Executive Director

31 Early Street
Morristown, N.J. 07960-3883
Telephone: (973) 538-6343
Fax: (973) 292-4191

C. FAIR HOUSING POLICY [24 CFR 982.54(d)(6)]

It is the policy of the Housing Authority to comply fully with all Federal, State and local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

The HA shall not deny any family or individual the opportunity to apply for or receive assistance under the Housing Choice Voucher Program on the basis of race, color, sex, religion, creed, national or ethnic origin, age, family or marital status, handicap or disability, or sexual orientation.

To further its commitment to full compliance with applicable Civil Rights laws, the HA will provide Federal/State/local information to Voucher holders regarding "discrimination" and any recourse available to them if they are victims of discrimination. Such information will be made available during the family briefing session, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the Voucher holder's briefing packet.

Except as otherwise provided in 24 CFR 8.21(c)(1), 8.24(a), 8.25, and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the HA's facilities are inaccessible to or unusable by persons with disabilities.

Posters and housing information are displayed in locations throughout the HA's office in such a manner as to be easily readable from a wheelchair.

The HA's office at 29 Ann Street, Morristown, NJ, is accessible to persons with disabilities.

AFFIRMATIVELY FURTHERING FAIR HOUSING

The following steps are used by the Morristown Housing Authority to affirmatively further fair housing:

The Housing Authority of the Town of Morristown staff is informed of the importance of affirmatively furthering fair housing in the Housing Choice Voucher Program and in the Family Self-Sufficiency Program and providing equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as a part of the overall commitment to quality customer service. Fair Housing posters are posted throughout the Housing Authority office and the equal opportunity logo is used on all outreach materials.

To further our commitment to full compliance with applicable Civil Rights laws, the Housing Authority provides Federal/State/local information to Housing Choice Voucher holders regarding unlawful discrimination and any recourse available to families who believe they are victims of a discriminatory act. Such information is made available during the family briefing session, and all applicable Fair Housing Information and Discrimination Complaint Forms are made apart of the Housing Choice Voucher holder's briefing packet and available upon request at the office.

Reasonable steps include: (1) advertising widely in the community for the coordinator position or positions, (2) marketing the program to all eligible persons, including persons with disabilities and persons with limited English proficiency, (3) making buildings and communications that facilitate applications and service delivery accessible to persons with disabilities, (4) providing "Understanding Fair Housing" brochures and fair housing counseling services or referrals to fair housing agencies, (5) informing participants of how to file a fair housing complaint, including providing the toll-free number for the Housing Discrimination Hotline: 1-800-669-9777, and (6) if the program has a goal of homeownership or housing mobility, recruiting landlords and service providers in areas that expand housing choice to program participants. Record-keeping covers, but is not limited to, the race, ethnicity, familial status, and disability status of program participants.



Housing Authority of the Town of Morristown

Marion E. Sally, PHM
Executive Director

31 Early Street
Morristown, N.J. 07960-3883
Telephone: (973) 538-6343

STANDARDS OF CONDUCT

12-1 GENERAL

The maintenance of unusually high standards of honesty, integrity, impartiality, and conduct of MHA employees is essential to assure the proper performance of the MHA's business and the maintenance and confidence in the MHA by the citizens of the community. The avoidance of misconduct and conflicts of interest on the part of employees through informed judgment is indispensable to the maintenance of these standards.

The MHA requires that each employee shall conduct him/herself in a manner that facilitates the effective accomplishment of the work of the MHA, observing at all times the requirements of courtesy, consideration, and promptness with respect to their colleagues, beneficiaries of public housing authority (PHA) programs, elected officials, and members of the general public.

An employee's violation of the MHA's standards of conduct, while associated with the MHA, may be cause for divestment, suspension, or removal.

Each employee of the MHA must realize that the MHA's basic controlling purpose is the public interest, rather than any private or personal interest. Public trust and confidence in the integrity of the Authority is paramount.

Knowledge of an employee's involvement in or association with circumstances reasonably construed to reduce public confidence in the acts or determinations of the MHA shall be promptly reported to the Executive Director.

12-2 EMPLOYEE STANDARDS OF CONDUCT AND ETHICS

Employees of the MHA are expected and required to adhere to the following code of ethics in the performance of his/her duties. Employees shall not:

- a. Use or attempt to use the employee's official position to secure unwarranted privileges or advantages for employees or others.
- b. Act in an official capacity in any matter wherein a direct or indirect personal financial interest might reasonably be expected to impair objectivity and independence of judgment in the exercise of the employee's duties.
- c. Accept any gift, favor, service, or other thing of value under circumstances from which it might be reasonable inferred that such gift, service, or other thing of value was given or offered for the purpose of influencing the employee in the discharge of official duties.
- d. Knowingly act in any way that might reasonably be expected to create any impression or suspicion among the public that the employee may be engaged in conduct in violation of trust as a MHA employee.
- e. Rules of conduct pursuant to these principals are adopted in the knowledge that under our democratic form of government, PHA employees should be drawn from all of our society; that citizens who serve public housing authorities (hereinafter "PHA") cannot and should not be without any personal interest in the decisions and policies of government; that citizens who are PHA employees have a right to private interests of a personal, financial, and economic nature; that standards of conduct should separate those conflicts of interest which are unavoidable in a free society from those conflicts of interest which are substantial and material, or which bring government into dispute.

12-3

MINIMUM REQUIREMENTS FOR EMPLOYEES

The following should be the minimum requirements for acceptable conduct among all MHA employees. No employee should:

- a. Engage in any outside employment or any other activity, which interferes in any way with the full performance of duties and responsibilities.
- b. Have a direct or indirect financial interest that conflicts substantially, or appears to conflict substantially, with duties and responsibilities or engage in a financial transaction as a result of relying on information obtained through employment.
- c. Use or allow the use of MHA property of any kind for

- other than officially approved activities.
- d. Use or allow the use of official information gained through employment, which has not been made available to the general public, for furthering a private interest.
 - e. Fail to pay just debts since the creditor frequently involved the employer in attempts to make restitution.
 - f. Engage in any employee organizational activity during the hours regularly designated as the working hours of the MHA. This shall be construed as prohibiting organization meetings, campaigns, elections, or membership drives during working hours. Nothing herein, however, shall be construed as prohibiting duly appointed representatives of the employees from conferring with the Executive Director concerning disputes or grievances, during working hours, without deduction or penalty for loss of time from work, provided, however, the conference has been arranged so that if substitution of personnel is required, ample time will be given to effect the necessary substitutions. Employees shall have the right to designate representatives of their own choosing. Employees shall be free to join, or refrain from joining employee unions. In so doing, employees shall be ensured freedom from restraint, interference, discrimination, or reprisal.
 - g. Enter project apartments during working hours except in the performance of assigned duties and with the tenant's consent. The only exception to this rule will be in the case of emergency.
 - h. Represent or purport to represent the MHA on radio or television, or before any group or person, or engage in any activity, which may reasonably be construed, as constituting such representation, without prior consent of the Executive Director.
 - i. Solicit contributions from employees for a gift to an official superior, make a donation of a gift to an official superior, or accepting a gift from an employee receiving less pay than him/herself. However, this does not prohibit a voluntary gift of normal value or a donation in a nominal amount made on a special occasions such as marriage, illness, or retirement.
 - j. No employee should engage in criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, or other conduct prejudicial to the jurisdiction.

- other than officially approved activities.
- d. Use or allow the use of official information gained through employment, which has not been made available to the general public, for furthering a private interest.
 - e. Fail to pay just debts since the creditor frequently involved the employer in attempts to make restitution.
 - f. Engage in any employee organizational activity during the hours regularly designated as the working hours of the MHA. This shall be construed as prohibiting organization meetings, campaigns, elections, or membership drives during working hours. Nothing herein, however, shall be construed as prohibiting duly appointed representatives of the employees from conferring with the Executive Director concerning disputes or grievances, during working hours, without deduction or penalty for loss of time from work, provided, however, the conference has been arranged so that if substitution of personnel is required, ample time will be given to effect the necessary substitutions. Employees shall have the right to designate representatives of their own choosing. Employees shall be free to join, or refrain from joining employee unions. In so doing, employees shall be ensured freedom from restraint, interference, discrimination, or reprisal.
 - g. Enter project apartments during working hours except in the performance of assigned duties and with the tenant's consent. The only exception to this rule will be in the case of emergency.
 - h. Represent or purport to represent the MHA on radio or television, or before any group or person, or engage in any activity, which may reasonably be construed, as constituting such representation, without prior consent of the Executive Director.
 - i. Solicit contributions from employees for a gift to an official superior, make a donation of a gift to an official superior, or accepting a gift from an employee receiving less pay than him/herself. However, this does not prohibit a voluntary gift of normal value or a donation in a nominal amount made on a special occasions such as marriage, illness, or retirement.
 - j. No employee should engage in criminal, infamous, dishonest, immoral, or notoriously disgraceful conduct, or other conduct prejudicial to the jurisdiction.

- g. Express individual opinions on political subjects and candidates, which includes displaying badges, buttons, stickers, or posters.

An employee subject to the provisions of the Hatch Act **may not**:

- a. Use official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office.
- b. Directly or indirectly coerce, attempt to coerce, command, or advise a government employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.
- c. Be a candidate for election or re-election in a partisan primary, general, or specific election. (Primary and run-off elections to nominate candidates of political parties are partisan, even though no party designation appears on the ballot.)