

**HIGHLAND RIM ECONOMIC CORPORATION**  
**CODE OF CONDUCT**

All HREC employees, volunteers, Policy Council members, Parent Committee members, and the Board of Directors shall –

- Maintain a standard of dress and grooming that reflect good taste and common sense;
- Present a professional, concerned, and impartial attitude with every individual seeking services;
- Not solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors or vendors;
- Not subject anyone to sexual harassment;
- Maintain confidentiality and protect the privacy of personally identifiable information about children and families and staff members;
- Maintain a drug free environment;
- Not profit financially through dealings with agency (does not include staff salaries);
- Not smoke within fifty (50) feet of an agency building or around children enrolled in an agency program;
- Not allow the use of corporal punishment and total/extended isolation as disciplinary measures in Head Start;
- Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
- Not allow a child to be left alone or unsupervised while under my care;
- Use positive methods of child guidance.

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**Signature**

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**Date**

# HIGHLAND RIM ECONOMIC CORPORATION

I, \_\_\_\_\_, hereby state that I have read the Code of Conduct (including the conflict of interest policy) of HREC. I agree to comply with all provisions of the Code of Conduct during the period of my employment or Committee, Policy Council, or Board tenure with the Agency.

If I become aware of an actual or potential conflict of interest, I will notify and disclose the circumstances to the Chair of the Board.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I, \_\_\_\_\_, certify that I

- am not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency;
- have not been convicted of or had a civil judgment rendered against me for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction, for violation of federal or state antitrust statutes or for commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- am not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses above; and,
- have not had any public transactions (federal, state or local) terminated for cause or default during the three years prior to their application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**HIGHLAND RIM ECONOMIC CORPORATION**  
**Conflict of Interest Disclosure Form**

Name: \_\_\_\_\_

Position (Employee, Policy Council Member, or Board Member): \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between HREC and your personal interests, financial or otherwise:

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following conflict of interest to report. Please specify other nonprofit and for-profit boards you (or your spouse) sit on, any for-profit businesses for which you or an immediate family member are an Officer or Director, or a majority shareholder, and the name of your employer and any businesses you or an immediate family member own:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of Highland Rim Economic Corporation.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_