



Directors and Employees Annual Code of Conduct Certificate 2026

Article III, Section 8, (b) of the Code of Regulations requires the execution by directors of Code of Conduct Certificate attesting to their adherence to the principles set forth in Section 8. CCS's Human Resources Policies, Section I – General, Reference No.'s 102 and 112 set forth policies addressing conflict of interest and confidentiality, respectively. Each person executing this document is attesting to his or her adherence to these policies. All directors and employees of Community Solutions shall complete this form annually and submit this form on or before January 31 to the Office of the Executive Director.

- A. As a director, and/or officer, and/or committee member or an employee in a position to influence or vote on policy or expenditures of Community Solutions I shall exercise good faith in all transactions relating to Community Solutions. I will not use my position or knowledge gained there from, directly or indirectly, to influence my conduct with regard to any personal interests including the personal interests of my spouse, other immediate family member or domestic partner; or the interests of any corporation, partnership, proprietorship, firm or association in which I have significant administrative responsibilities or in which I have any financial interest (or if a publicly traded company, an ownership interest of at least 5%) as a shareholder, partner, owner or otherwise; nor will I allow any such interest to influence a decision regarding the governance or administration of Community Solutions.
- B. All acts shall be undertaken for the benefit of Community Solutions with respect to transactions, activities or dealings related to Community Solutions.
- C. With respect to any proposed contract or other transaction between Community Solutions and myself or any party in which I have an interest (as stated above) considered by the Board of Directors, the officers or any committee of Community Solutions for authorization, approval or ratification, the following rules shall apply:
 - 1. Full disclosure of the relationship or interest shall be made to the Chair of the Community Solutions Board of Directors and President and CEO prior to discussion or action on such contract or transaction;
 - 2. I will present factual information and respond to questions, but will not participate in the discussion, deliberations or Community Solutions decision with respect to such contract or transaction, nor attempt to use any personal influence;
 - 3. The minutes of the meeting shall reflect the disclosure made, the vote taken and, where applicable, my abstention from voting and participating.
- D. I will safeguard sensitive Community Solutions information, which includes and is not limited to: strategies, policies or confidential information relating to programs, projects, research, customers or client information, information from other organizations that is not to be disseminated; and fiscal, salary or other personal and personnel information.

By signing this document, you acknowledge an understanding and agree to the statements made above.

Date: _____

Signature: _____

Print Name: _____