

Number: **BP 015**

Authority: Board of Directors
Adopted: March 17, 2026
Revised:
Dept./Div.: Administration



BOARD POLICY

BOARD MEMBER ETHICS POLICY

ARTICLE 1 **PURPOSE**

- 1.1 To promote and maintain high standards of personal and professional conduct of Ironhouse Sanitary District (“District”) Board Members which reflect the mission, vision, values and goals of the District and the communities it serves.

ARTICLE 2 **POLICY**

- 2.1 **Code of Ethics:** Board Members shall conduct themselves in accordance with the following ethical standards:
- A. The dignity, style, values and opinions of each Director shall be respected.
 - B. Directors shall work collaboratively to build consensus while respecting individual perspectives.
 - C. Directors shall be responsive and shall attentively listen and participate in Board meetings.
 - D. Directors shall strive for transparency in District decision-making to ensure the District’s constituents are well-informed regarding District actions.
 - E. The health, needs, highest quality services and financial interests of the District's constituents shall be the priority of the Board of Directors, consistent with the District's Strategic Plan.
 - F. District issues should be brought to the attention of the Board as a whole, rather than to individual Directors selectively.
 - G. When responding to constituent requests and concerns, Directors should be courteous, responding to individuals in a positive manner and routing their questions through appropriate channels and to responsible management personnel.

H. Directors will uphold diversity, equity, and inclusion as a core value of public service.

I. Directors will promote accessible participation for all community members.

2.2 **Conflicts of Interest:** Board Members shall avoid conflicts of interest. Board Members shall comply with this policy, the District's Bylaws, the provisions of the Fair Political Practices Commission Regulations, and other applicable laws. In accordance with the obligation to avoid all conflicts of interest, Board members shall:

A. Decline to take any special advantage of opportunities for personal gain by virtue of their Board membership. Board members shall refrain from accepting gifts or benefits which are inconsistent with Fair Political Practices Commission Regulations.

B. Not use public resources for private gain or for personal purposes not authorized by law.

C. Make decisions based on merit and the substance of the matter at hand, rather than basing decisions on unrelated considerations of personal interests.

D. Complete all required ethics and conflicts of interest trainings.

E. Be aware of any issue of personal conflict with District interests, and where conflicted, recuse themselves from participation in conflicted items. Items indicating possible conflict of interest include, but are not limited to, those issues in which the member has direct or indirect personal financial interest, or which could somehow affect their tenure or benefits. For the purposes of this policy, indirect interest at minimum includes any benefit that will accrue to the Board member's family (by blood or marriage).

2.3 **Confidentiality:** To preserve the integrity of District decision-making and operations, Board Members shall not disclose to unauthorized persons any information that qualifies as confidential unless the Board has voted to approve the disclosure. This includes information that (1) has been received for, or during, a closed session of the Board; (2) is protected from disclosure under the attorney-client or other evidentiary privilege; or (3) is not disclosable under the Public Records Act.

ARTICLE 3 PROCEDURES FOR ADDRESSING VIOLATIONS

3.1 **Addressing Serious Violations of Law or Improprieties:** In the event of a concern of serious impropriety or violation of the law by the Board or a Board Member, a Board Member should make a confidential inquiry or complaint first to the District Counsel. Should the Board Member be unable to resolve the issue at this level, he or she may contact the Contra Costa County District Attorney or grand

jury concerning a perceived violation of the law. Such inquiries or complaints may include disclosing facts to the District Counsel, District Attorney or grand jury necessary to establish the alleged illegality of a District action and such a disclosure of confidential information shall not be viewed as an improper breach of the confidentiality obligation.

- 3.2 **Addressing Violations of any Board Policy:** A perceived violation of this policy by a Board Member should be referred to the Board President for evaluation and consideration of any appropriate action warranted. In the case of a perceived violation by the Board President, the matter should be referred to the Board Vice President. Typically, reports, complaints or concerns of perceived violations should be shared by the Board President or Vice President with the entire Board. The Board President or Vice President shall seek the assistance of the General Manager and District Counsel with regard to the process for addressing a report or complaint of a perceived violation. A violation of any Board Policy may be addressed by remedies available in law, including but not limited to:
- A. Informal discussion with the Board President or, in the event the perceived violation was by the Board President, with the Board Vice-President.
 - B. Professional counseling/coaching for the individual Board Member, upon recommendation of a majority of the Board;
 - C. An expression of admonition or disapproval of the conduct and/or censure of the Board Member. This could take place in accordance with the following path:
 - (1) A verbal admonition (not a written action) carried out by the Board President or Vice President in a public meeting with approval of a majority of the Board Members; and
 - (2) A formal censure in the form of a resolution, which may include actions up to and including removal from all committee assignments and any outside form of representation of the District;
 - D. Injunctive relief; or
 - E. Referral of the violation to the Contra Costa County District Attorney and/or grand jury for investigation.