



CODE OF CONDUCT

Effective December 1, 2023

A. Statement of Policy

The Philadelphia Housing Development Corporation (PHDC) is committed to providing a safe and respectful workplace for all employees. Although there are current policies that address specific unacceptable conduct, this Code of Conduct outlines all standards of expected behavior and our commitment to maintaining a healthy and respectful work environment. Unacceptable conduct can create a toxic environment, damage relationships, and negatively impact the well-being of individuals. These guidelines and procedures have been established to assist PHDC with preventing unacceptable conduct by taking reported misconduct seriously, investigating incidents promptly, and responding appropriately.

B. Prohibited Conduct

The following conduct is strictly prohibited within the workplace:

- 1. Harassment and Discrimination in accordance with PHDC's *Harassment, Discrimination, and Retaliation Policy***
Harassment or discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected status is strictly prohibited.
- 2. Violence and Threats in accordance with PHDC's *Workplace Violence Policy***
No acts of violence, including threats, intimidation, physical harm against colleagues and visitors, or intentionally defacing or damaging PHDC owned property will be tolerated.
- 3. Substance Abuse in accordance with PHDC's *Drug Free Workplace Policy***
The use, possession, or distribution of illegal drugs or alcohol in the workplace is strictly prohibited.
- 4. Conflicts of Interest in accordance with PHDC's *Conflict of Interest Policy***
Employees must avoid situations where their personal interests conflict with the interests of PHDC.
- 5. Theft and Fraud**
Theft, embezzlement, or any form of fraudulent activity is strictly prohibited. All employees are expected to act with honesty and integrity in their dealings with company resources, including money, supplies, and information.

6. Bullying

Bullying, defined as repeated and unwanted aggressive behavior, whether verbal, physical, or otherwise, that intimidates or harms individuals or creates a hostile work environment, is strictly prohibited.

7. Gossiping and Rumors

Engaging in gossiping or spreading unfounded rumors that can harm the reputation or well-being of individuals or the organization is prohibited. Employees should communicate openly and directly and avoid participating in or perpetuating gossip.

8. Dishonesty

Employees are expected to be truthful and transparent in their dealings with colleagues, clients, and the organization. Dishonesty, including lying, falsifying records, engaging in deceptive practices, or providing misleading information is strictly prohibited.

C. Prevention and Education

PHDC promotes a culture of open communication, teamwork, and mutual respect. We will provide regular training and educational programs to raise awareness about the negative impact of unacceptable conduct.

D. Reporting Violations

Employees are encouraged to promptly report any observed or experienced violations of this policy to their supervisor, manager, the Human Resources department, or any other member of management with whom the employee feels comfortable. Any supervisor, manager, director, or executive who receives a report of a suspected violation shall immediately notify the Vice President of Human Resources. There will be no retaliation against those who make good faith reports.

E. Investigation of Reports and Enforcement

All reports of prohibited conduct will be taken seriously. PHDC will impartially investigate all reports in as prompt and confidential a manner as is reasonably possible and will take appropriate corrective action when warranted.

F. Consequences of Violations

Violations of this policy may result in disciplinary action, up to and including termination of employment. The severity of the consequences will depend on the nature and frequency of the violation.